

Private & Confidential

HRD / Offerlr / ATS497710
 Aug 27, 2024
 Nikhil Prasad A L

Dear Nikhil,
 Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in 1. Your initial posting will be at Bangalore-Residency Road.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

Table I : Compensation

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	7,750	93,000
Flexible Compensation Plan	8,077	96,929
Supplementary Allowance	7,250	87,000
Minimum Statutory Bonus	583	7,000
Total [A]	23,661	2,83,929
Employer's Contribution to PF	1,800	21,600
Gratuity	373	4,471
Retirals [B]	2,173	26,071
Annual Guaranteed Pay (AGP) [A+B]	25,833	3,10,000
Conveyance Allowance	2,500	30,000
Mobile Reimbursement*	750	9,000

*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

Please provide your acceptance to the offer letter within 5 days from its receipt failing which

1. the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.
2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
 - i. Mismatch in your previous employment date even for a day or
 - ii. Mismatch in your previous pay slip or
 - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

We look forward to your joining the Company and wish you a long and successful career with the organisation.

For ICICI Prudential Life Insurance Co. Ltd.



Subhashish Banerji
Chief – Sales HR delivery - Human Resources

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Nikhil Prasad A L

Signature & date: _____

Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company’s three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. **Learning & Growth:** We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. **Supportive Environment:** We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. **Fairness & Meritocracy:** We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> • Privilege Leave (PL): 28 days (21 days during the first year of service) • Sick Leave (SL): 15 days • Maternity leave (ML): 180 days • Paternity Leave: 5 days • Adoption / Surrogacy Leave: 90 days 	Employee

*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

** Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

*** PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.

Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

Annexure III: Terms and Conditions of Employment

- 1. Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
- 2. Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
- 3. Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
- 4. Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

Private & Confidential

HRD / Offerlr / ATS497726

Aug 27, 2024

Mohammed Shafaath Ulla

Dear Shafaath,
Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in 1. Your initial posting will be at Bangalore-Residency Road.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

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Your compensation details are mentioned below in Table I.

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Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

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We look forward to your joining the Company and wish you a long and successful career with the organisation.

For ICICI Prudential Life Insurance Co. Ltd.



Subhashish Banerji
Chief – Sales HR delivery - Human Resources

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Mohammed Shafaath Ulla

Signature & date: _____

Annexure I: Our Cornerstones

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Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> • Privilege Leave (PL): 28 days (21 days during the first year of service) • Sick Leave (SL): 15 days • Maternity leave (ML): 180 days • Paternity Leave: 5 days • Adoption / Surrogacy Leave: 90 days 	Employee

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Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

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These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

Annexure III: Terms and Conditions of Employment

- 1. Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
- 2. Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
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- 4. Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

Private & Confidential

HRD / Offerlr / ATS497737

Aug 27, 2024

Mahananda S

Dear Mahananda,
Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in 1. Your initial posting will be at Bangalore-Residency Road.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

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Your compensation details are mentioned below in Table I.

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We look forward to your joining the Company and wish you a long and successful career with the organisation.

For ICICI Prudential Life Insurance Co. Ltd.



Subhashish Banerji
Chief – Sales HR delivery - Human Resources

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Mahananda S

Signature & date: _____

Annexure I: Our Cornerstones

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Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
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Private & Confidential

HRD / Offerlr / ATS497704
 Aug 27, 2024
 Gautham Krishna

Dear Gautham,
 Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in 1. Your initial posting will be at Bangalore-Residency Road.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

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For ICICI Prudential Life Insurance Co. Ltd.



Subhashish Banerji
Chief – Sales HR delivery - Human Resources

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Name: Gautham Krishna

Signature & date: _____

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The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

Private & Confidential

HRD / Offerlr / ATS497709
 Aug 27, 2024
 Sumanth

Dear Sumanth,
 Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in 1. Your initial posting will be at Bangalore-Residency Road.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

Table I : Compensation

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	7,750	93,000
Flexible Compensation Plan	8,077	96,929
Supplementary Allowance	7,250	87,000
Minimum Statutory Bonus	583	7,000
Total [A]	23,661	2,83,929
Employer's Contribution to PF	1,800	21,600
Gratuity	373	4,471
Retirals [B]	2,173	26,071
Annual Guaranteed Pay (AGP) [A+B]	25,833	3,10,000
Conveyance Allowance	2,500	30,000
Mobile Reimbursement*	750	9,000

*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

Please provide your acceptance to the offer letter within 5 days from its receipt failing which

1. the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.
2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
 - i. Mismatch in your previous employment date even for a day or
 - ii. Mismatch in your previous pay slip or
 - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

We look forward to your joining the Company and wish you a long and successful career with the organisation.

For ICICI Prudential Life Insurance Co. Ltd.



Subhashish Banerji
Chief – Sales HR delivery - Human Resources

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Sumanth

Signature & date: _____

Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company’s three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. **Learning & Growth:** We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. **Supportive Environment:** We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. **Fairness & Meritocracy:** We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> • Privilege Leave (PL): 28 days (21 days during the first year of service) • Sick Leave (SL): 15 days • Maternity leave (ML): 180 days • Paternity Leave: 5 days • Adoption / Surrogacy Leave: 90 days 	Employee

*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

** Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

*** PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.

Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

Annexure III: Terms and Conditions of Employment

- 1. Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
- 2. Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
- 3. Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
- 4. Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

Private & Confidential

HRD / Offerlr / ATS497710
 Aug 27, 2024
 Yunus Khan

Dear Yunus Khan,
 Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in 1. Your initial posting will be at Bangalore-Residency Road.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

Table I : Compensation

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	7,750	93,000
Flexible Compensation Plan	8,077	96,929
Supplementary Allowance	7,250	87,000
Minimum Statutory Bonus	583	7,000
Total [A]	23,661	2,83,929
Employer's Contribution to PF	1,800	21,600
Gratuity	373	4,471
Retirals [B]	2,173	26,071
Annual Guaranteed Pay (AGP) [A+B]	25,833	3,10,000
Conveyance Allowance	2,500	30,000
Mobile Reimbursement*	750	9,000

*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

Please provide your acceptance to the offer letter within 5 days from its receipt failing which

1. the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.
2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
 - i. Mismatch in your previous employment date even for a day or
 - ii. Mismatch in your previous pay slip or
 - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

We look forward to your joining the Company and wish you a long and successful career with the organisation.

For ICICI Prudential Life Insurance Co. Ltd.



Subhashish Banerji
Chief – Sales HR delivery - Human Resources

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Yunus Khan

Signature & date: _____

Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company’s three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. **Learning & Growth:** We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. **Supportive Environment:** We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. **Fairness & Meritocracy:** We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> • Privilege Leave (PL): 28 days (21 days during the first year of service) • Sick Leave (SL): 15 days • Maternity leave (ML): 180 days • Paternity Leave: 5 days • Adoption / Surrogacy Leave: 90 days 	Employee

*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

** Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

*** PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.

Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

Annexure III: Terms and Conditions of Employment

- 1. Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
- 2. Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
- 3. Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
- 4. Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

Private & Confidential

HRD / Offerlr / ATS497721
 Aug 27, 2024
 Akash B S

Dear Akash,
 Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in 1. Your initial posting will be at Bangalore-Residency Road.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundary less ness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

Table I : Compensation

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	7,750	93,000
Flexible Compensation Plan	8,077	96,929
Supplementary Allowance	7,250	87,000
Minimum Statutory Bonus	583	7,000
Total [A]	23,661	2,83,929
Employer's Contribution to PF	1,800	21,600
Gratuity	373	4,471
Retirals [B]	2,173	26,071
Annual Guaranteed Pay (AGP) [A+B]	25,833	3,10,000
Conveyance Allowance	2,500	30,000
Mobile Reimbursement*	750	9,000

*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

Please provide your acceptance to the offer letter within 5 days from its receipt failing which

1. the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.
2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
 - i. Mismatch in your previous employment date even for a day or
 - ii. Mismatch in your previous pay slip or
 - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

We look forward to your joining the Company and wish you a long and successful career with the organisation.

For ICICI Prudential Life Insurance Co. Ltd.



Subhashish Banerji
Chief – Sales HR delivery - Human Resources

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Akash B S

Signature & date: _____

Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. **Learning & Growth:** We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. **Supportive Environment:** We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. **Fairness & Meritocracy:** We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> • Privilege Leave (PL): 28 days (21 days during the first year of service) • Sick Leave (SL): 15 days • Maternity leave (ML): 180 days • Paternity Leave: 5 days • Adoption / Surrogacy Leave: 90 days 	Employee

***Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.**

**** Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.**

***** PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.**

Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

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These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

Annexure III: Terms and Conditions of Employment

1. Transfer: The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.

2. Background check: The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

3. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.

4. Leave: Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

Private & Confidential

HRD / Offerlr / ATS497701

Aug 27, 2024

S Fathima Taj

Dear S,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in 1. Your initial posting will be at Bangalore-Residency Road.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

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- c. Suppression of any material information by you

We look forward to your joining the Company and wish you a long and successful career with the organisation.

For ICICI Prudential Life Insurance Co. Ltd.



Subhashish Banerji
Chief – Sales HR delivery - Human Resources

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: S Fathima Taj

Signature & date: _____

Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

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Leave (in a financial year)***	<ul style="list-style-type: none"> • Privilege Leave (PL): 28 days (21 days during the first year of service) • Sick Leave (SL): 15 days • Maternity leave (ML): 180 days • Paternity Leave: 5 days • Adoption / Surrogacy Leave: 90 days 	Employee

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- 1. Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
- 2. Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
- 3. Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
- 4. Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

Private & Confidential

HRD / Offerlr / ATS497798

Aug 27, 2024

Mohan R

Dear Mohan,
Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in 1. Your initial posting will be at Bangalore-Residency Road.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundary less ness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

Table I : Compensation

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	7,750	93,000
Flexible Compensation Plan	8,077	96,929
Supplementary Allowance	7,250	87,000
Minimum Statutory Bonus	583	7,000
Total [A]	23,661	2,83,929
Employer's Contribution to PF	1,800	21,600
Gratuity	373	4,471
Retirals [B]	2,173	26,071
Annual Guaranteed Pay (AGP) [A+B]	25,833	3,10,000
Conveyance Allowance	2,500	30,000
Mobile Reimbursement*	750	9,000

*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

Please provide your acceptance to the offer letter within 5 days from its receipt failing which

1. the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.
2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
 - i. Mismatch in your previous employment date even for a day or
 - ii. Mismatch in your previous pay slip or
 - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

We look forward to your joining the Company and wish you a long and successful career with the organisation.

For ICICI Prudential Life Insurance Co. Ltd.



Subhashish Banerji
Chief – Sales HR delivery - Human Resources

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Mohan R

Signature & date: _____

Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. **Learning & Growth:** We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. **Supportive Environment:** We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. **Fairness & Meritocracy:** We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> • Privilege Leave (PL): 28 days (21 days during the first year of service) • Sick Leave (SL): 15 days • Maternity leave (ML): 180 days • Paternity Leave: 5 days • Adoption / Surrogacy Leave: 90 days 	Employee

***Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.**

**** Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.**

***** PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.**

Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

Annexure III: Terms and Conditions of Employment

1. Transfer: The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.

2. Background check: The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

3. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.

4. Leave: Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

Private & Confidential

HRD / Offerlr / ATS497734

Aug 27, 2024

R Sowmiya

Dear Sowmiya,
Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in 1. Your initial posting will be at Bangalore-Residency Road.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundary less ness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

Table I : Compensation

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	7,750	93,000
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Conveyance Allowance	2,500	30,000
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*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

Please provide your acceptance to the offer letter within 5 days from its receipt failing which

1. the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.
2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
 - i. Mismatch in your previous employment date even for a day or
 - ii. Mismatch in your previous pay slip or
 - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

We look forward to your joining the Company and wish you a long and successful career with the organisation.

For ICICI Prudential Life Insurance Co. Ltd.



Subhashish Banerji
Chief – Sales HR delivery - Human Resources

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: R. Sowmiya

Signature & date: _____

Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company’s three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. **Learning & Growth:** We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. **Supportive Environment:** We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. **Fairness & Meritocracy:** We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

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Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> • Privilege Leave (PL): 28 days (21 days during the first year of service) • Sick Leave (SL): 15 days • Maternity leave (ML): 180 days • Paternity Leave: 5 days • Adoption / Surrogacy Leave: 90 days 	Employee

***Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.**

**** Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.**

***** PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.**

Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

Annexure III: Terms and Conditions of Employment

1. Transfer: The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.

2. Background check: The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

3. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.

4. Leave: Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.



August 10, 2024

Ms. Mehek Taj
4th T Block East, Tilak Nagar, Jayanagar, Bengaluru, Karnataka
560041

Dear **Mehek Taj**,

Sub: Appointment Letter dated 10th day of August 2024 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - AO&CS** in the role of **Ramp** in **Airport Operations & Customer Services** department of the Company, with effect from **August 18, 2024** or such other date notified in writing to you by the Company ("**Joining Date**") at **Bengaluru** on the following terms and conditions:

1. Compensation

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. Leave Entitlement

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. Probation and Confirmation

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

JOYDEEP GHOSH

13.08.2024 12:36

4. Working Hours

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. Retirement

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. Location

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. Company Policies and Directives

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. Training

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. Role and Responsibilities

Your role and responsibilities shall be shared with you at a later stage by your reporting manager, and you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

JOYDEEP GHOSH

13.08.2024 12:36

10. Confidentiality and Ownership of Work Product

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. Particulars of Employee

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. Exclusivity

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. Non Solicitation

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. Term, Termination and Suspension

(i) Term

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) Termination for Cause by the Company

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) Breach

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) Incompetence, Negligence or Unsatisfactory Work Conduct

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one [1]** month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. Medical Fitness

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. Governing Law Jurisdiction

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. Severability

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited

A handwritten signature in blue ink, appearing to read 'Joydeep', is written over a faint, light-colored signature line.

Joydeep Ghosh
Associate Vice President - Human Resources

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Mehak Taj:
Date:

JOYDEEP GHOSH

13.08.2024 12:36

Annexure A: Total Rewards Statement

Name: Mehek Taj
 Designation: Officer - AO&CS
 Band: A
 Department: Airport Operations & Customer Services

Compensation w.e.f August 18, 2024						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	6,125	73,500	Monthly	Basic Salary
	A2	House Rent Allowance (HRA)	3,063	36,756		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,939	59,268		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,328	15,936	Monthly	As per the Provident Fund act
	B2	Gratuity	295	3,540		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
(A + B)	Q	Total Fixed	15,750	1,89,000		
Other benefit (C)	C1	Transport Allowance	7,500	90,000	Monthly	This allowance is payable as per the Transport Allowance Policy for the respective locations and to the employees not availing company provided shared transport.
(Q + C)	R	Total Fixed + Transport	23,250	2,79,000		
Variable Pay / Bonus / PLI (D)	D1	Monthly Bonus	875	10,500	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage.
	D2	Annual Bonus	875	10,500	Annual	Annual Bonus is an annual variable pay and paid to eligible employees who are on company rolls and not serving notice at the time of payout (after annual results in May/June)
(R + D)	S	Cost to Company (CTC)	25,000	3,00,000		
Health & Insurance Benefits (E)						
Health & Insurance Benefits (E)	E1	Medi-claim Insurance		4,800	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 3,00,000, for employee and family members (spouse & kids). If the employee chooses to cover his/her parents or take a top-up cover, the additional premium shall be borne by the employee.
	E2	Life Insurance		3,100		This is an average insurance premium amount contributed by the company at this band.
Role Based Benefits (F)	F1	Efficiency Bonus		24,000	Quarterly	This allowance shall be paid as per the Policy.
(S + E + F)	T	Total Rewards		3,31,900		

*National Pension Scheme (NPS) : It is a voluntary, defined contribution retirement savings scheme. In case an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

**Night Shift Allowance: For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

JOYDEEP GHOSH

13.08.2024 12:36



August 10, 2024

Mr. Nithin M K
No 12, 1St Floor 1St Cross, Kilari Road Behind Sbi Head Office
Hospital Road Bengaluru - 560053

Dear **Nithin M K**,

Sub: Appointment Letter dated 10th day of August 2024 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - AO&CS** in the role of **Ramp** in **Airport Operations & Customer Services** department of the Company, with effect from **August 18, 2024** or such other date notified in writing to you by the Company ("**Joining Date**") at **Bengaluru** on the following terms and conditions:

1. **Compensation**

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. **Leave Entitlement**

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. **Probation and Confirmation**

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

JOYDEEP GHOSH

13.08.2024 12:36

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities shall be shared with you at a later stage by your reporting manager, and you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

JOYDEEP GHOSH

13.08.2024 12:36

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) Term

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) Termination for Cause by the Company

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) Breach

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) Incompetence, Negligence or Unsatisfactory Work Conduct

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one [1]** month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

JOYDEEP GHOSH
13.08.2024 12:36

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Joydeep Ghosh
Associate Vice President - Human Resources

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Nithin M K:
Date:

JOYDEEP GHOSH

13.08.2024 12:36

Annexure A: Total Rewards Statement

Name: Nithin M K
Designation: Officer - AO&CS
Band: A
Department: Airport Operations & Customer Services

Compensation w.e.f August 18, 2024						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	6,125	73,500	Monthly	Basic Salary
	A2	House Rent Allowance (HRA)	3,063	36,756		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,939	59,268		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,328	15,936	Monthly	As per the Provident Fund act
	B2	Gratuity	295	3,540		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
(A + B)	Q	Total Fixed	15,750	1,89,000		
Other benefit (C)	C1	Transport Allowance	7,500	90,000	Monthly	This allowance is payable as per the Transport Allowance Policy for the respective locations and to the employees not availing company provided shared transport.
(Q + C)	R	Total Fixed + Transport	23,250	2,79,000		
Variable Pay / Bonus / PLI (D)	D1	Monthly Bonus	875	10,500	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage.
	D2	Annual Bonus	875	10,500	Annual	Annual Bonus is an annual variable pay and paid to eligible employees who are on company rolls and not serving notice at the time of payout (after annual results in May/June)
(R + D)	S	Cost to Company (CTC)	25,000	3,00,000		
Health & Insurance Benefits (E)	E1	Medi-claim Insurance		4,800	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 3,00,000, for employee and family members (spouse & kids). If the employee chooses to cover his/her parents or take a top-up cover, the additional premium shall be borne by the employee.
	E2	Life Insurance		3,100		This is an average insurance premium amount contributed by the company at this band.
Role Based Benefits (F)	F1	Efficiency Bonus		24,000	Quarterly	This allowance shall be paid as per the Policy.
(S + E + F)	T	Total Rewards		3,31,900		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. In case an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

JOYDEEP GHOSH

13.08.2024 12:36



August 10, 2024

Ms. Umme Habeeba
Bannerghatta Rd, Sarakki Industrial Layout, 3rd Phase, J. P. Nagar,
Bengaluru, Karnataka 560076

Dear **Umme Habeeba**,

Sub: Appointment Letter dated 10th day of August 2024 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - AO&CS** in the role of **Ramp** in **Airport Operations & Customer Services** department of the Company, with effect from **August 18, 2024** or such other date notified in writing to you by the Company ("**Joining Date**") at **Bengaluru** on the following terms and conditions:

1. Compensation

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. Leave Entitlement

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. Probation and Confirmation

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

JOYDEEP GHOSH

13.08.2024 12:36

4. Working Hours

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. Retirement

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. Location

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. Company Policies and Directives

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. Training

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. Role and Responsibilities

Your role and responsibilities shall be shared with you at a later stage by your reporting manager, and you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

JOYDEEP GHOSH

13.08.2024 12:36

10. Confidentiality and Ownership of Work Product

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. Particulars of Employee

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. Exclusivity

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. Non Solicitation

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. Term, Termination and Suspension

(i) Term

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) Termination for Cause by the Company

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) Breach

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) Incompetence, Negligence or Unsatisfactory Work Conduct

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one [1]** month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. Medical Fitness

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. Governing Law Jurisdiction

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. Severability

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited

A handwritten signature in blue ink, appearing to read "Joydeep", is written over a faint, light-colored circular watermark or stamp.

Joydeep Ghosh
Associate Vice President - Human Resources

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Umme Habeeba:
Date:

JOYDEEP GHOSH

13.08.2024 12:36

Annexure A: Total Rewards Statement

Name: Umme Habeeba
Designation: Officer - AO&CS
Band: A
Department: Airport Operations & Customer Services

Compensation w.e.f August 18, 2024						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	6,125	73,500	Monthly	Basic Salary
	A2	House Rent Allowance (HRA)	3,063	36,756		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,939	59,268		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,328	15,936	Monthly	As per the Provident Fund act
	B2	Gratuity	295	3,540		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
(A + B)	Q	Total Fixed	15,750	1,89,000		
Other benefit (C)	C1	Transport Allowance	7,500	90,000	Monthly	This allowance is payable as per the Transport Allowance Policy for the respective locations and to the employees not availing company provided shared transport.
(Q + C)	R	Total Fixed + Transport	23,250	2,79,000		
Variable Pay / Bonus / PLI (D)	D1	Monthly Bonus	875	10,500	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage.
	D2	Annual Bonus	875	10,500	Annual	Annual Bonus is an annual variable pay and paid to eligible employees who are on company rolls and not serving notice at the time of payout (after annual results in May/June)
(R + D)	S	Cost to Company (CTC)	25,000	3,00,000		
Health & Insurance Benefits (E)						
Health & Insurance Benefits (E)	E1	Medi-claim Insurance		4,800	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 3,00,000, for employee and family members (spouse & kids). If the employee chooses to cover his/her parents or take a top-up cover, the additional premium shall be borne by the employee.
	E2	Life Insurance		3,100		This is an average insurance premium amount contributed by the company at this band.
Role Based Benefits (F)	F1	Efficiency Bonus		24,000	Quarterly	This allowance shall be paid as per the Policy.
(S + E + F)	T	Total Rewards		3,31,900		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. In case an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

JOYDEEP GHOSH

13.08.2024 12:36



August 10, 2024

Ms. Bhoomika
P&T Colony, RT Nagar, Bengaluru, Karnataka 560032

Dear **Bhoomika**,

Sub: Appointment Letter dated 10th day of August 2024 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - AO&CS** in the role of **Ramp** in **Airport Operations & Customer Services** department of the Company, with effect from **August 18, 2024** or such other date notified in writing to you by the Company ("**Joining Date**") at **Bengaluru** on the following terms and conditions:

1. **Compensation**

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. **Leave Entitlement**

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. **Probation and Confirmation**

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

JOYDEEP GHOSH

13.08.2024 12:36

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities shall be shared with you at a later stage by your reporting manager, and you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

JOYDEEP GHOSH

13.08.2024 12:36

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such litigation may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) Term

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) Termination for Cause by the Company

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) Breach

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) Incompetence, Negligence or Unsatisfactory Work Conduct

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company P^Jo^Oli^YC^Die^ES^E.P GHOSH

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one [1]** month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also be terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Joydeep Ghosh
Associate Vice President - Human Resources

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Bhoomika :
Date:

JOYDEEP GHOSH

13.08.2024 12:36

Annexure A: Total Rewards Statement

Name: **Bhoomika**
 Designation: **Officer - AO&CS**
 Band: **A**
 Department: **Airport Operations & Customer Services**

Compensation w.e.f August 18, 2024						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	6,125	73,500	Monthly	Basic Salary
	A2	House Rent Allowance (HRA)	3,063	36,756		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,939	59,268		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,328	15,936	Monthly	As per the Provident Fund act
	B2	Gratuity	295	3,540		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
(A + B)	Q	Total Fixed	15,750	1,89,000		
Other benefit (C)	C1	Transport Allowance	7,500	90,000	Monthly	This allowance is payable as per the Transport Allowance Policy for the respective locations and to the employees not availing company provided shared transport.
(Q + C)	R	Total Fixed + Transport	23,250	2,79,000		
Variable Pay / Bonus / PLI (D)	D1	Monthly Bonus	875	10,500	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage.
	D2	Annual Bonus	875	10,500	Annual	Annual Bonus is an annual variable pay and paid to eligible employees who are on company rolls and not serving notice at the time of payout (after annual results in May/June)
(R + D)	S	Cost to Company (CTC)	25,000	3,00,000		
Health & Insurance Benefits (E)						
Health & Insurance Benefits (E)	E1	Medi-claim Insurance		4,800	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 3,00,000, for employee and family members (spouse & kids). If the employee chooses to cover his/her parents or take a top-up cover, the additional premium shall be borne by the employee.
	E2	Life Insurance		3,100		This is an average insurance premium amount contributed by the company at this band.
Role Based Benefits (F)	F1	Efficiency Bonus		24,000	Quarterly	This allowance shall be paid as per the Policy.
(S + E + F)	T	Total Rewards		3,31,900		

***National Pension Scheme (NPS)** : It is a voluntary, defined contribution retirement savings scheme. Incase an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance**: For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

JOYDEEP GHOSH

13.08.2024 12:36



August 10, 2024

**Mr. Charran K
Vyalikaval, East, Malleshwaram, Bengaluru, Karnataka 560003**

Dear **Charran K**,

Sub: Appointment Letter dated 10th day of August 2024 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - AO&CS** in the role of **Ramp** in **Airport Operations & Customer Services** department of the Company, with effect from **August 18, 2024** or such other date notified in writing to you by the Company ("**Joining Date**") at **Bengaluru** on the following terms and conditions:

1. **Compensation**

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. **Leave Entitlement**

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. **Probation and Confirmation**

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

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4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities shall be shared with you at a later stage by your reporting manager, and you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

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10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such litigation may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) Term

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) Termination for Cause by the Company

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) Breach

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) Incompetence, Negligence or Unsatisfactory Work Conduct

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company P^Jo^Oli^YC^Die^ES^E.P GHOSH

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one [1]** month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also be terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited

A handwritten signature in blue ink, appearing to read "Joydeep", is written over a light blue circular watermark or stamp.

Joydeep Ghosh
Associate Vice President - Human Resources

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Charran K :
Date:

JOYDEEP GHOSH

13.08.2024 12:36

Annexure A: Total Rewards Statement

Name: Charran K
Designation: Officer - AO&CS
Band: A
Department: Airport Operations & Customer Services

Compensation w.e.f August 18, 2024						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	6,125	73,500	Monthly	Basic Salary
	A2	House Rent Allowance (HRA)	3,063	36,756		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,939	59,268		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,328	15,936	Monthly	As per the Provident Fund act
	B2	Gratuity	295	3,540		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
(A + B)	Q	Total Fixed	15,750	1,89,000		
Other benefit (C)	C1	Transport Allowance	7,500	90,000	Monthly	This allowance is payable as per the Transport Allowance Policy for the respective locations and to the employees not availing company provided shared transport.
(Q + C)	R	Total Fixed + Transport	23,250	2,79,000		
Variable Pay / Bonus / PLI (D)	D1	Monthly Bonus	875	10,500	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage.
	D2	Annual Bonus	875	10,500	Annual	Annual Bonus is an annual variable pay and paid to eligible employees who are on company rolls and not serving notice at the time of payout (after annual results in May/June)
(R + D)	S	Cost to Company (CTC)	25,000	3,00,000		
Health & Insurance Benefits (E)						
Health & Insurance Benefits (E)	E1	Medi-claim Insurance		4,800	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 3,00,000, for employee and family members (spouse & kids). If the employee chooses to cover his/her parents or take a top-up cover, the additional premium shall be borne by the employee.
	E2	Life Insurance		3,100		This is an average insurance premium amount contributed by the company at this band.
Role Based Benefits (F)	F1	Efficiency Bonus		24,000	Quarterly	This allowance shall be paid as per the Policy.
(S + E + F)	T	Total Rewards		3,31,900		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. Incase an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

JOYDEEP GHOSH

13.08.2024 12:36



August 10, 2024

Mr. Chirag M
2nd C Main Rd, Block 8, Venkataswami Layout, Adugodi, Bengaluru,
Karnataka 560030

Dear **Chirag M**,

Sub: Appointment Letter dated 10th day of August 2024 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - AO&CS** in the role of **Ramp** in **Airport Operations & Customer Services** department of the Company, with effect from **August 18, 2024** or such other date notified in writing to you by the Company ("**Joining Date**") at **Bengaluru** on the following terms and conditions:

1. **Compensation**

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. **Leave Entitlement**

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. **Probation and Confirmation**

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

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4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities shall be shared with you at a later stage by your reporting manager, and you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

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10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such litigation may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) Term

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) Termination for Cause by the Company

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) Breach

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) Incompetence, Negligence or Unsatisfactory Work Conduct

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company P^Jo^Oli^YC^Die^ES^E.P GHOSH

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one [1]** month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also be terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. **Medical Fitness**

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. **Governing Law Jurisdiction**

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. **Severability**

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited

A handwritten signature in blue ink, appearing to read "Joydeep", is written over a light blue circular stamp.

Joydeep Ghosh
Associate Vice President - Human Resources

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Chirag M :
Date:

JOYDEEP GHOSH

13.08.2024 12:36

Annexure A: Total Rewards Statement

Name: Chirag M
Designation: Officer - AO&CS
Band: A
Department: Airport Operations & Customer Services

Compensation w.e.f August 18, 2024						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	6,125	73,500	Monthly	Basic Salary
	A2	House Rent Allowance (HRA)	3,063	36,756		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,939	59,268		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,328	15,936	Monthly	As per the Provident Fund act
	B2	Gratuity	295	3,540		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
(A + B)	Q	Total Fixed	15,750	1,89,000		
Other benefit (C)	C1	Transport Allowance	7,500	90,000	Monthly	This allowance is payable as per the Transport Allowance Policy for the respective locations and to the employees not availing company provided shared transport.
(Q + C)	R	Total Fixed + Transport	23,250	2,79,000		
Variable Pay / Bonus / PLI (D)	D1	Monthly Bonus	875	10,500	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage.
	D2	Annual Bonus	875	10,500	Annual	Annual Bonus is an annual variable pay and paid to eligible employees who are on company rolls and not serving notice at the time of payout (after annual results in May/June)
(R + D)	S	Cost to Company (CTC)	25,000	3,00,000		
Health & Insurance Benefits (E)						
Health & Insurance Benefits (E)	E1	Medi-claim Insurance		4,800	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 3,00,000, for employee and family members (spouse & kids). If the employee chooses to cover his/her parents or take a top-up cover, the additional premium shall be borne by the employee.
	E2	Life Insurance		3,100		This is an average insurance premium amount contributed by the company at this band.
Role Based Benefits (F)	F1	Efficiency Bonus		24,000	Quarterly	This allowance shall be paid as per the Policy.
(S + E + F)	T	Total Rewards		3,31,900		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. Incase an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

JOYDEEP GHOSH

13.08.2024 12:36

----- Forwarded message -----

From: **Innatos Holidays** <info@innatosholidays.com>

Date: Thu, Jul 18, 2024 at 4:21 PM

Subject: Fwd: Job offer from Innato Holidays And Taxi Service Pvt Ltd

To: <geetha.raheja@dayanandasagar.edu>

----- Original Message -----

Subject: Job offer from Innato Holidays And Taxi Service Pvt Ltd

Date: 2024-07-18 13:44

From: Innatos Holidays <info@innatosholidays.com>

To: surajrakesh2004@gmail.com

Dear SURAJ R,

We're delighted to extend this offer of employment for the position of Marketing Department with Innato Holidays And Taxi Service Pvt Ltd. Salary:- 4,00,000/- per year. In 3 Month Training Period Company will Paid 10,000/- Per Month . Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be another mutually agreed upon date and you would report to Mr Shailesh SB.

Should you accept this offer letter. We would like to have your response by 20 July 2024. In the meantime, please feel free to contact me or Mr.Shailesh via email at shaileshinnatosholidays@gmail.com, if you have any questions.

Note :- Job title will be given to you after training.

Note:- 3 Month Internship Will Paid only Travelling Expenses.

We are all looking forward to having you on our team.

www.innatosholidays.com [1]

--

Regards

Thanks & Regards,

Ashish

Recruiting Manager

Innatos Holidays

Corporate Office Address: First Floor, Shop No.15, Reliable City Center Mall,GH/9, Maharaja Agarsain Marg, Sector - 6, Vasundhara, Ghaziabad, UP - 201012 (Delhi NCR). Phone: 01169656634 Mob. +91 6361783475

----- Forwarded message -----

From: **Innatos Holidays** <info@innatosholidays.com>

Date: Fri, Jul 19, 2024 at 11:25 AM

Subject: Job offer from Innato Holidays Unit Of STH JOURNEY SOLUTION PVT LTD

To: Surajmrsv12 <surajmrsv12@gmail.com>

Cc: Geetha Raheja <geetha.raheja@dayanandasagar.edu>

--

Dear SURAJ.M ,

We're delighted to extend this offer of employment for the position of Marketing Department with Innato Holidays Unit Of STH JOURNEY SOLUTION PVT LTD. Salary 4,00,000/- per year. In 3 Month Training Period Company will Paid 10,000/- Per Month . Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be another mutually agreed upon date and you would report to Mr Shailesh SB.

Should you accept this offer letter. We would like to have your response by 20 July 2024. In the meantime, please feel free to contact me or Mr.Shailesh via email at shaileshinnatosholidays@gmail.com, if you have any questions.

Note :- Job Position / Title & Location will be given to you after training.

Note:- 2 Month Internship Will Paid only Travelling Expenses.

Note:- Training Location Bangalore Only.

We are all looking forward to having you on our team.

--

Regards

Thanks & Regards,

Ashish

Recruiting Manager

Innatos Holidays

Corporate Office Address: First Floor, Shop No.15, Reliable City

Center Mall,GH/9, Maharaja Agarsain Marg, Sector - 6, Vasundhara,

Ghaziabad, UP - 201012 (Delhi NCR). Phone: 01169656634 Mob. +91 6361783475

----- Forwarded message -----

From: **Innatos Holidays** <info@innatosholidays.com>

Date: Thu, Jul 18, 2024 at 2:47 PM

Subject: Fwd: Job offer from Innato Holidays And Taxi Service Pvt Ltd

To: Geetha Raheja <geetha.raheja@dayanandasagar.edu>

----- Original Message -----

Subject: Job offer from Innato Holidays And Taxi Service Pvt Ltd

Date: 2024-07-18 14:09

From: Innatos Holidays <info@innatosholidays.com>

To: dmeghana074@gmail.com

Dear Meghana D ,

We're delighted to extend this offer of employment for the position of Marketing Department with Innato Holidays And Taxi Service Pvt Ltd.

Salary:

4,00,000 per year. In 3 Month Training Period Company will Paid 10,000/- Per Month . Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be another mutually agreed upon date and you would report to Mr Shailesh SB.

Should you accept this offer letter. We would like to have your response by

20 July 2024. In the meantime, please feel free to contact me or Mr.Shailesh

via email at shaileshinnatosholidays@gmail.com, if you have any questions.

Note :- Job title & Location will be given to you after training.

Note:- 3 Month Internship Will Paid only Travelling Expenses.

Note:- Your Job Position Get After Training.

We are all looking forward to having you on our team.

www.innatosholidays.com [1]

--

Regards

Thanks & Regards,

Ashish

Recruiting Manager

Innatos Holidays

Corporate Office Address: First Floor, Shop No.15, Reliable City
Center Mall,GH/9, Maharaja Agarsain Marg, Sector - 6, Vasundhara,
Ghaziabad, UP - 201012 (Delhi NCR). Phone: 01169656634 Mob. +91
6361783475

----- Forwarded message -----

From: **Innatos Holidays** <info@innatosholidays.com>

Date: Thu, Jul 18, 2024 at 4:25 PM

Subject: Fwd: Job offer from Innato Holidays And Taxi Service Pvt Ltd

To: Geetha Raheja <geetha.raheja@dayanandasagar.edu>

----- Original Message -----

Subject: Job offer from Innato Holidays And Taxi Service Pvt Ltd

Date: 2024-07-18 14:18

From: Innatos Holidays <info@innatosholidays.com>

To: Vivekvicky2107 <Vivekvicky2107@gmail.com>

Dear Vivek S ,

We're delighted to extend this offer of employment for the position of Marketing Department with Innato Holidays And Taxi Service Pvt Ltd. Salary 4,00,000/- per year. In 3 Month Training Period Company will Paid 10,000/- Per Month . Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be another mutually agreed upon date and you would report to Mr Shailesh SB.

Should you accept this offer letter. We would like to have your response by 20 July 2024. In the meantime, please feel free to contact me or Mr.Shailesh via email at shaileshinnatosholidays@gmail.com, if you have any questions.

Note :- Job title & Location will be given to you after training.

Note:- 3 Month Internship Will Paid only Travelling Expenses.

Note:- Your Job Position Get After Training.

We are all looking forward to having you on our team.

www.innatosholidays.com [1]

--

Regards

Thanks & Regards,

Ashish

Recruiting Manager

Innatos Holidays

Corporate Office Address: First Floor, Shop No.15, Reliable City Center Mall,GH/9, Maharaja Agarsain Marg, Sector - 6, Vasundhara, Ghaziabad, UP - 201012 (Delhi NCR). Phone: 01169656634 Mob. +91 6361783475

----- Forwarded message -----

From: **Innatos Holidays** <info@innatosholidays.com>

Date: Thu, Jul 18, 2024 at 2:47 PM

Subject: Fwd: Job offer from Innato Holidays And Taxi Service Pvt Ltd

To: Geetha Raheja <geetha.raheja@dayanandasagar.edu>

----- Original Message -----

Subject: Job offer from Innato Holidays And Taxi Service Pvt Ltd

Date: 2024-07-18 14:09

From: Innatos Holidays <info@innatosholidays.com>

To: anushagowda2532@gmail.com

Dear Anusha k ,

We're delighted to extend this offer of employment for the position of Marketing Department with Innato Holidays And Taxi Service Pvt Ltd.

Salary:

4,00,000 per year. In 3 Month Training Period Company will Paid 10,000/- Per Month . Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be another mutually agreed upon date and you would report to Mr Shailesh SB.

Should you accept this offer letter. We would like to have your response by 20 July 2024. In the meantime, please feel free to contact me or Mr.Shailesh via email at shaileshinnatosholidays@gmail.com, if you have any questions.

Note :- Job title & Location will be given to you after training.

Note:- 3 Month Internship Will Paid only Travelling Expenses.

Note:- Your Job Position Get After Training.

We are all looking forward to having you on our team.

www.Innatosholidays.com [1]

--

Regards

Thanks & Regards,

Ashish

Recruiting Manager

Innatos Holidays

Corporate Office Address: First Floor, Shop No.15, Reliable City
Center Mall,GH/9, Maharaja Agarsain Marg, Sector - 6, Vasundhara,
Ghaziabad, UP - 201012 (Delhi NCR). Phone: 01169656634 Mob. +91
6361783475



Refinitiv India Shared Services Private Limited

17 September 2024
Dushyanth R
V R Puram, Guttahalli, Bengaluru, Karnataka 560003

Dear Dushyanth R,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed is a Summary of Key Terms, any applicable Schedule/s and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment agreement (“Agreement”) with Refinitiv India Shared Services Private Limited, a part of LSEG, London Stock Exchange Group.

This offer is conditional upon you satisfying the relevant recruitment and screening conditions and procedures, and where applicable, the appropriate regulatory approvals.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India.

You will also need to sign a copy of your Agreement (enclosed), confirming that you have read, understood and accept the terms set out in your Agreement.

We look forward to welcoming you to the Company. Yours

sincerely,

A handwritten signature in black ink, appearing to read "Laura Thurston", written over a light blue circular stamp.

Laura Thurston
Group Head of Global Talent Acquisition & WFP



Refinitiv India Shared Services Private Limited

Encl

- Summary of Key Terms Detailed
- Terms & Conditions Benefits
- Summary
- Data Privacy Policy

Summary of Key Terms

THIS AGREEMENT is made on 17 September 2024

BETWEEN

(1) Refinitiv India Shared Services Private Limited, a company which has its registered office at One World Centre, 12th floor, Tower 1, 841 Senapati Bapat Marg, Mumbai 400 013, Maharashtra, India (the “Company”); and

(2) Dushyanth R, #472 6th main 8th cross BTM 2nd stage, Mico Layout , Bangalore , 560076 (the “Employee”)

Name Dushyanth R

Employing Company Refinitiv India Shared Services Private Limited

You consent to the transfer of your employment under this agreement to a Group Company at any time during your employment.

“Group Company” means the Company and all companies which are for the time being either a Holding Company of the Company or a Subsidiary of either the Company or any such Holding Company, including any of their predecessors, successors or assigns or any company which is designated a Group Company at any time by the directors of the board of the London Stock Exchange Group(LSEG) or the Company and any firm, company, corporate or other entity or organisation:

- (a) that is directly or indirectly controlled by the Company, or
- (b) that directly or indirectly controls the Company; or
- (c) that is directly or indirectly controlled by a third party who also directly or indirectly controls the Company; or
- (d) in which the Company or any Holding Company or Subsidiary is directly or indirectly beneficially interested in 10% (ten per cent) or more of that company's issued ordinary share capital.



Refinitiv India Shared Services Private Limited

"Subsidiary and Holding Company" in relation to a company mean "subsidiary" and "holding company" as defined in section 1159 of the Companies Act 2006.

Position and Function

Your role will be Associate Content Analyst , Division: Operations.

Place of Work

Divyasree Technopolis, 36/2 & 124, Yamalur Village, Varthur Hobli, Off HAL Airport Road, Bengaluru, India, 560037. You may be required to work in other locations as reasonably expected by the business and in accordance with the duties of your role.

Start Date

Your employment will commence on 14 October 2024(the "Start Date").

Your employment is subject to the Employment Requirements (set out in the Detailed Terms & Conditions) being met to the Company's satisfaction, as required.

Please inform the Company of any change in circumstances which may prevent you from starting work on the Start Date. Should your employment not commence on this date then the offer of employment and terms and conditions set out in the Agreement shall automatically lapse, be deemed void and have no purpose or effect.

Probation Period

Your employment is subject to a Probationary Period of 6 months or any additional period which the Company requires. You will be advised in writing upon satisfactory completion of the Probation Period. If you receive no such communication, the Probation Period will be deemed to have been extended until the Company advises you in writing of confirmation in your appointment or notifying you otherwise.

During the Probationary Period either you or the Company can terminate your employment by giving the other party 30 days written notice.

Hours of Work

You will work a minimum of 40, plus any additional hours which the Company requires for the proper performance of your role. You may be entitled to overtime payments, please refer to the Special Shift Policy for more details.

Salary

Your Gross Base Salary will be INR ₹350,000.00 per annum and is inclusive of your Base salary of INR ₹228,000.00 per year, Employer's contribution towards Provident Fund of INR ₹27,360.00 per year, Flexi Benefit Plan of INR



Refinitiv India Shared Services Private Limited

₹94,640.00 per year respectively (less tax and statutory deductions) (the "Salary").

Salary is payable as per the normal payroll practices of the Company and in any case no later than the 10th of the following calendar month. Please see the Flexi Component Breakup schedule for more information.

Quarterly Incentive Plan

You will be eligible to participate in the Quarterly Incentive Plan subject to its terms and conditions. The terms and conditions of the plan and the payments made thereunder may be varied from time to time by the Company in its absolute discretion as per the matrix which will be shared by your line manager on a quarterly basis.

Annual Leave

You will be entitled to annual leave and holidays in accordance with the Company's Time-off policy, as may be amended from time to time.

Retirement Age

Your normal retirement age with the Company will be set out in the Company's Retirement Policy in force at the relevant time.

Benefits

You are eligible to participate in the Company benefit plans which are set out in the enclosed benefits summary and does not form part of this Agreement.

Notice Period

Either you or the Company may terminate your employment by giving the other party at least 60 days written notice or such lesser period of notice which applies during your Probationary Period.

Confidentiality

It is important that you recognize that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company and its Group Companies and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information, trade secrets and any stricter policy which applies to your role.

Data Privacy

You will comply with all Company policies and procedures relating to data protection.



Refinitiv India Shared Services Private Limited

You consent to and acknowledge and understand that the Company will collect and process your personal information (including sensitive personal information) in accordance with any applicable privacy notice provided to you by the Company, as may be updated by Company from time to time.

You acknowledge and understand that the Company may make such information available to any Group Company, those who provide products or services to the Company or to any Group Company (such as advisers and payroll and expenses administrators), regulatory authorities, potential or future employers, governmental or quasi-governmental organisations and potential purchasers of the Company or any Group Company or the business in which you work.

Post-Termination Restrictions

To protect the interests of the Company and/or each Group Company, you must not for a period of 3 months following the termination of your employment (the "Restricted Period") be involved in or carry out certain non- solicitation or poaching activities as set out in further detail in your Detailed Terms & Conditions at paragraph 19.

Training

You must complete mandatory training, which will be organised by the Company, and be dependent on your role and may include the following: (this list is not exhaustive)

- Code of Conduct/Code of Business Conduct & Ethics; •
Anti Bribery & Corruption;
- Financial Crime (including Anti-Money Laundering and Terrorist Financing); •
Personal Account Dealing;
- Conflict of interest;
- Information Security; and
- Prevention of Sexual Harassment at Workplace.

Subject to meeting any eligibility requirements, you may also have the opportunity to undertake additional optional training. Full details are available from the Company intranet.



Refinitiv India Shared Services Private Limited

DETAILED TERMS AND CONDITIONS

1. INTRODUCTION TO THIS SECTION

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as your "Agreement". By signing the Agreement, you confirm that you have read, understood and agree to the terms set out in the Agreement.

2. PRE-EMPLOYMENT AND ONGOING CONDITIONS

2.1 Your employment is conditional upon the completion of certain requirements and on-going conditions to the Company's satisfaction (the "Employment Requirements"). These include the following (but we may add to these and/or waive any of them):

- that you are contractually free to carry out your employment and will not be in breach of any contract or of any other binding obligation by entering into the Agreement or carrying out your role;
- your confirmation that you are not, and have never been, the subject of an investigation by any company or other body or authority into suspected bribery or corruption activity or into suspected criminal activity involving dishonesty (including theft or fraud) or anti-competitive behaviour;
- receipt of satisfactory references by us;
- providing us with original documents, proving your eligibility to live and work in the country in which you are employed;
- where specific background checks are necessary, or applicable to your role, your cooperation in such checks being carried out and the completion of those checks to our satisfaction. By signing the Agreement, you consent to such checks being carried out;
- where applicable to your role, and in compliance with local law, the completion of credit checks to our satisfaction;
- where Securities and Exchange Board of India ("SEBI") or any other regulatory approval for your employment is required and sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company following consultation with the relevant regulatory body; and (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications;
- your holding and continuing to hold all applicable qualifications, approvals, licences and registrations as required by the Company, and producing evidence of these before starting employment;
- the Company receiving a electronically signed copy of the Agreement from you; and
- if requested, and consistent with local law, your completing a satisfactory medical questionnaire.



Refinitiv India Shared Services Private Limited

2.2 If any of the Employment Requirements are not satisfied before your employment commences, the Company may withdraw its offer and terminate the Agreement without notice. While the completion of the Employment Requirements will normally be carried out before your employment starts, this may not always be possible and the Company may terminate your employment at any time after your start date with the minimum notice period as required under local law if any of the Employment Requirements are unfulfilled, or are not completed to the Company's satisfaction or within a reasonable time period.

2.3 You confirm that the information you have provided in connection with the completion of the Employment Requirements (including at the interview stage) and otherwise in connection with the Agreement is true and accurate both at the time it is given and at the start of your employment.

3. PLACE OF WORK

3.1 Your place of work is set out in the Summary of Key Terms.

3.2 The Company may change your normal place of work to any reasonable location as may be required for the proper performance of your role. This may include requiring you to work from home for a temporary or extended period.

3.3 You may be required to travel and work within country and overseas as part of your role and you agree that you are prepared to undertake business travel to any global location, as the Company may at any time require.

3.4 You shall not be required to work outside India for any continuous period of more than one month, without your consent.

4. DUTIES

4.1 Your role is set out in the Summary of Key Terms. The Company may at any time reasonably vary your duties and/or reporting line.

4.2 The Company may (acting reasonably) at any time require you to:

- perform additional or replacement tasks;
- perform tasks for, or be seconded to, any other Group Company;
- agree to a transfer of your employment under the Agreement to any Group Company.

4.3 The Company has policies, guidelines and procedures on the performance and conduct that it expects from its employees, including the Code of Business Conduct and Ethics ("Policies"). Unless stated otherwise, these do not form part of the Agreement. These are available on the Company's intranet or from Human Resources (HR). It is important that you read and comply with our Policies. Any failure to comply could result in disciplinary action being taken. The Company reserves the right to amend, replace or withdraw any of the Policies at any time.

4.4 To the extent applicable to your role, as a strict condition of your employment, you will obtain and maintain such qualifications, certification, licences or regulatory approval, as reasonably required by the Company throughout your employment.

4.5 During your employment with the Company you agree that you will:



Refinitiv India Shared Services Private Limited

- devote all your working time to your role, and you will carry out your role to the best of your ability and with integrity, due skill and care, and upholding the values of the Company;
- use your best efforts to promote and protect the interests of the Company and not do anything to harm those interests;
- comply with all reasonable requests given by the Company and promptly provide any explanations and information on your involvement with the business as the Company may reasonably require; and
- report to your manager or the HR team any information that may harm the interests of the Company or any actual or proposed unlawful activity or behaviour affecting the Company or any Group Company (as defined in the Summary of Key Terms), whether by you or any other employee, officer, contractor of the Company or any other person, immediately on becoming aware of it.

4.6 In the event that you are unable to perform your duties or that your absence from work for any period of time causes operational difficulties, the Company may appoint another person or persons to perform your role until such time as you are able to resume fully the performance of your duties.

5. Working Time

5.1 The Company can vary your working hours at its discretion, including your start and finish times. Any changes to hours will be discussed with you before they are confirmed. As well as your normal working hours, you may be required to work such additional hours as are necessary for the proper performance of your role. You may receive additional pay or time off for additional hours worked as set out in Company's Special Shift Policy in force at the relevant time.

6. Salary and allowances

6.1 The Company will pay you the Salary as specified in the Summary of Key Terms or at such other rate as may subsequently be agreed between you and the Company.

6.2 Your salary will be reviewed annually, and the Company is under no obligation to increase your salary at the time of the review.

6.3 The Company may at any time deduct from any sums or payments (including the Salary) owed to you, subject to payment limits, any sums which you owe the Company or any Group Company at any time, including but not limited to loans, advances or overpayment of Salary in accordance with applicable law.

6.4 The Company will reimburse you for all reasonable and authorised out-of-pocket expenses incurred necessarily by you in the performance of your role in accordance with the Company's applicable expenses policy in force at the relevant time.

7. DISCRETIONARY BONUS

7.1 If applicable and specified in the Summary of Key Terms, you may, at the Company's discretion, be eligible to participate in a discretionary bonus plan or a sales incentive plan.



Refinitiv India Shared Services Private Limited

7.2 Participation in any discretionary bonus plan or sales incentive plan will be subject to the rules of the applicable plan in force at the relevant time. These rules may include, but are not limited to, company and/or individual performance against a series of objectives and targets. You have no contractual right to receive a bonus or sales incentive payment.

7.3 To be eligible to receive a payment under a bonus or sales incentive plan, you must satisfy the rules of the relevant plan. In addition, the Company reserves the right at any time, to vary, terminate or withdraw (with or without replacement) any bonus plan in place from time to time. Bonus and sales incentive awards do not count towards the salary used to calculate any retirement plan contributions. Please see the bonus or sales incentive plan rules for more detail.

7.4 Any incentives or compensation payable to you by the Company (or any Group Company) can be limited or modified if the Company (or any relevant Group Company) decides this is necessary to remain consistent with any applicable remuneration policy, or to comply with laws and regulations, including any regulations or guidance published by the SEBI (or any other regulatory authority under the applicable laws), which are in force at the relevant time. This includes the operation of malus and clawback provisions as set out in the relevant bonus or sales incentive plan rules and/or as necessary to comply with the Company's regulatory requirements.

7.5 You have no contractual right to receive a payment in respect of a bonus or incentive and the making of any payment in any year does not give rise to any obligation on the Company to make a payment in any future year. Any and all such bonus or incentives will not be considered as "wages" for the purposes of any statutory payments that you may be entitled to receive from the Company, including without limitation, "wages" under the Payment of Wages, Act, 1936, Maternity Benefit Act, 1961, Payment of Bonus Act, 1965 or any other subsequent laws that would replace the existing applicable employment laws, any severance payments as payable under local law or discretionary Company policies, social security contributions, etc.

7.6 If on termination of your employment you lose any rights or benefits under any bonus or incentive plan, or other benefit plan operated by the Company or any Group Company you will not be entitled to any compensation for the loss of any rights under any such plans.

8. RETIREMENT PLAN AND OTHER BENEFITS

8.1 The Company has identified a core set of benefits that it provides to employees, subject to local country norms and practices. These core benefits cover retirement, healthcare, life assurance, long-term disability and shift allowance. Details of these plans, if/as they apply in your country of employment, are provided in the Schedule.

8.2 We reserve the right to amend or withdraw any retirement or benefits plan or allowances and/or put in place an alternative benefit at any time. Any changes will be confirmed to you in writing.

9. ANNUAL LEAVE AND OTHER PAID LEAVE

9.1 Your annual leave entitlement is set out in the Company's Time Off Policy and will be pro-rated for part years worked and for part time work. Your annual leave will be paid at the rate of gross Salary (excluding employer's



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contributions to any social security) or in line with our legal obligations if higher), and the policy relating to annual leave in force at the relevant time.

9.2 You may be entitled to public holidays in your jurisdiction, these will be paid at the rate of gross Salary (or in line with our legal obligations if higher) and the policy in force at the relevant time. The Company may require you to work on certain local public holidays to meet operational business needs, subject to the terms of any applicable policy in force at the relevant time.

9.3 You will be paid pro rata for any accrued but untaken annual leave entitlement. If you have taken more annual leave than your accrued entitlement when you leave, you will repay to the Company an amount equivalent to any annual leave taken in excess of your accrued entitlement, and the Company can deduct the appropriate amount from your final salary payment or any other sum which it owes you at the date of termination of your employment (the "Termination Date"). The amount of the payment in lieu (or deduction) will be calculated based on the applicable policy in force at the relevant time.

9.4 Subject to any eligibility criteria, you may also be entitled to other periods of paid leave including maternity leave, adoption leave, paternity leave, bereavement leave in accordance with the Company's policies and procedures details of which can be found on the Company intranet. These policies relating to other paid leave do not form part of your Agreement and may be amended by the Company in its absolute discretion at any time.

10. INSURANCES

10.1 Membership of and benefits under any insurance scheme are subject to acceptance by the relevant insurer (where appropriate), the rules of the scheme and the terms of any applicable insurance policy are conditional on you complying with and satisfying any applicable requirements of the scheme (and where relevant, the insurer). Copies of these rules and policies and particulars of the requirements (when notified to the Company) will be provided to you on request. The Company will not have any liability to pay any benefit to you under any insurance scheme unless it receives payment of the benefit from the insurer.

10.2 The Company reserves the right to terminate its participation in any of the schemes referred to above, or to substitute other schemes, or alter the benefits available to you under any schemes without compensation. If a scheme provider (for example, an insurance company) refuses for any reason (whether under its own interpretation of the terms of the relevant insurance policy or otherwise) to provide the relevant cover or benefit(s) to you under the applicable scheme or refuses to provide cover at the normal premiums due to the state of your health, the Company will not be liable to provide equivalent benefits or to compensate you for the loss of such benefits.

11. INTELLECTUAL PROPERTY

The provisions of this clause will apply except to the extent prohibited by or ineffective in law.

11.1 For the purposes of this clause:

"Company Intellectual Property" means Intellectual Property Rights created by you (whether jointly or alone) in the course of the employment with the Company, whether or not during working hours or using Company premises or resources and whether or not recorded in material form;



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“**Intellectual Property Rights**” means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registrations, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world.

“**Invention**” means any invention, idea, discovery, development, improvement or innovation made, whether recorded in any medium or not, which you may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice; and

“**Works**” means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

11.2 You may create Inventions (alone or jointly) in the course of your employment and you have a special obligation to further the interests of the Company in relation to such Inventions. You will, promptly following their creation, disclose to the Company all such Inventions and Works embodying Company Intellectual Property.

11.3 All Company Intellectual Property and materials embodying it will automatically belong to the Company as from creation for the full term of those rights; and you hereby assign (on a perpetual, worldwide and royalty-free basis), by way of present and future assignment, any and all right, title and interest therein to the Company. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

11.4 To the extent that any Company Intellectual Property does not vest in the Company automatically pursuant to clause 11.5, you hold such property on trust for the Company and hereby grant to the Company an exclusive, royalty- free licence to use such property at its discretion until such Company Intellectual Property fully vests in the Company.

11.5 To the extent that any Inventions created by you (whether alone or jointly) at any time during the course of your employment are prohibited by or prevented in law from automatically vesting with the Company pursuant to clause 11.2, you will, immediately upon creation of such rights, grant the Company, in writing, a right of first refusal to acquire them on arm's length terms to be agreed between the parties. If the parties cannot agree on such terms within 30 days of the Company receiving the offer, the Company will refer the dispute to an appropriate independent arbitrator. The arbitrator's decision will be final and binding on the parties and the costs of arbitration will be borne equally by the parties.

11.6 You agree:

- to promptly disclose and deliver up to the Company all and any Works conceived, or made by you during your employment (whether or not during working hours or using Company premises or resources and whether or not recorded in material form);



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- to execute all such documents, both during and after your employment, as the Company may require, to vest in the Company all right, title and interest pursuant to the Agreement at the reasonable expense of the Company; to provide all such
- information and assistance and do all such further things as the Company may require to enable it to protect, maintain and exploit the Company Intellectual Property to best advantage, at the reasonable expense of the Company, including (without limitation), at the Company's request, applying for the protection of Inventions throughout the world;
- to assist the Company in applying for the registration of any registrable Company Intellectual Property, to enable it to enforce the Company Intellectual Property against third parties and to defend claims for infringement of third-party Intellectual Property Rights at the reasonable expense of the Company;
- not to apply for the registration of any Company Intellectual Property in your country of employment or any other part of the world without the prior written consent of the Company;
- to keep confidential all Company Intellectual Property unless the Company has consented in writing to its disclosure by you; and
- to adhere to any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time).

11.7 As against the Company, its successors and assigns and any licensee of any of the foregoing, you waive all your present and future moral rights and all similar rights in other jurisdictions relating to the Company Intellectual Property.

11.8 You acknowledge that, except as provided by law, no further remuneration or compensation, other than that provided for in the Agreement, is or may become due to you in respect of your compliance with this clause.

11.9 You agree to sign, execute, or deliver any deed, document or other instrument for the purpose of giving full effect to this clause.

11.10 Rights and obligations under the Agreement will continue in force after termination of the Agreement in respect of any Company Intellectual Property.

11.11 You confirm that you will not use or disclose to the Company, or induce the Company to use any invention or work of a prior employer or any other party and you will also disclose to the Company any of your prior works and inventions (collectively, "Prior Inventions") in order to avoid future disputes in relation to ownership. If, in the course of your relationship with the Company, you induce or suggest the incorporation of and/or incorporate into a Company product, process or machine a Prior Invention owned by you or in which you have an interest, the Company is hereby granted and shall have a non-exclusive, royalty-free, irrevocable, perpetual, worldwide license (with the right to sublicense) to make, have made, copy, modify, make derivative works of, use, sell and otherwise distribute such Prior Invention as part of or in connection with such product, process or machine and you agree not to license such Prior Invention or Work to a competitor of the Company.

12. CONFIDENTIALITY

12.1 "**Confidential Information**" means any information relating to the business, affairs, finance, clients, customers or trade connections of the Company or any other Group Company or any of their agents, members' firms, customers or



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counterparties, or any prospective customers or counterparties or suppliers received or acquired by you in the course of your employment, including but not limited to:

- the business methods, processes, technical information and know-how relating to the business of the Company or any other Group Company (including prices charged, discounts given to customers or obtained from suppliers, product development, corporate strategy, marketing and advertising programmes, costings, budgets, turnover, sales targets or other financial information, inventions, designs, programmes, techniques, source code, database systems, formulae and ideas);
- business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
- information on employees and the terms and conditions of their employment, details of employee benefits, incentive plans, salary scales and/or current or anticipated disputes;
- information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Group or any current or former director, officer or employee of the Group in such capacity and any information in respect of provisions for any such action;
- details and terms of the Company's or any other Group Company's agreements with current or prospective suppliers, clients, agents, investors, members and customers;
- commercially sensitive information or trade secrets;
- unpublished price sensitive information relating to shares or securities listed or dealt in on any Recognised Investment Exchange or Recognised Stock Exchange. Recognised Investment Exchange has the meaning given to it by section 285 of the Financial Services and Markets Act 2000 or means any business which is recognised by an overseas equivalent of the FCA as being substantially similar and/or equivalent. A Recognised Stock Exchange means a stock exchange which is recognised by the Indian Central Government or SEBI under Section 4 of the Securities Contracts (Regulation) Act, 1956;
- confidential details as to the design of the Company's or any other Group Company's and/or their suppliers' products and inventions or developments relating to future products;
- details of any promotions or future promotions or marketing or publicity exercises planned by the Company or any other Group Company;
- details of any budgets, management accounts, trading statements, sales reports, financial reports or business plans of the Company or any other Group Company; and
- any information which may affect the value of the Business or the shares of the Company or any other Group Company;

whether or not, in the case of documents or other written materials or any materials in electronic format, they are or were marked as confidential and whether or not in the case of other information, such information is identified or treated by the Company or any other Group Company as being confidential.

12.2 During your employment and at any time afterwards, you must not (other than in the proper performance of your role) directly or indirectly use, communicate or disclose, or authorise to be used, communicated or disclosed, to any



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person any trade secrets or Confidential Information. You must use your best efforts to prevent the unauthorised publication or disclosure of any such trade secret or Confidential Information. You are also required to comply with any applicable policy in force at the relevant time relating to Confidential Information during your employment and after its termination.

12.3 You can use Confidential Information which you are authorised to use by the Company or any Group Company and/or which is required by law and/or which has already entered the public domain (except as a result of any unauthorised disclosure by you or any other employee of the Company or any other Group Company) and/or which you are entitled to disclose under applicable whistle-blowing laws provided that the disclosure is made in an appropriate way to an appropriate person and/or where it is appropriate to disclose to a relevant regulatory body.

12.4 You will not make copies of any document, memoranda, correspondence (including emails), computer disk, CD- ROM, memory stick, video tape or any similar matter (including in any electronic format) or remove any such items from the premises of the Company or of any Group Company other than in the proper performance of your duties except with the prior written authority of the Company.

12.5 You will comply with the terms of any applicable policy in force at the relevant time concerning social media or engaging with the media. You will not (unless you are permitted and authorised to do so as part of your role) make or authorise any public statement (whether written or oral) to the media or on a networking site or otherwise relating to the affairs of the Company or any Group Company. Also, you will not write any article for publication on any matter concerned with the business or other affairs of the Company or any Group Company without the prior written consent of the Company. After the termination of your employment, you will not make any adverse, untrue or misleading statement (in any medium) about the Company, any Group Company, or its/their directors or employees.

12.6 You will comply with any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time).

13. DATA PROTECTION

13.1 You will comply with the Company's data protection policies and any other applicable policies, guidelines, requirements and procedures concerning data protection in force at the relevant time when handling personal data in the course of your employment, including personal data relating to any employee, officer, customer, client, contacts, advisor, supplier or agent of the Company or any Group Company.

13.2 The Company will collect and process your personal information (including sensitive personal information) in accordance with any applicable privacy notice policy or guidelines provided to you by the Company (including any HR privacy notice which is available on the intranet), as may be updated by the Company from time to time.

13.3 You consent to, acknowledge and understand that the Company may make such information available to any Group Company, those who provide products or services to the Company or to any Group Company (such as advisers, payroll, travel and expenses administrators), legal and regulatory authorities, potential or future employers, governmental or quasi-governmental organisations and potential purchasers of the Company or any Group Company or the business in which you work.



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14. OUTSIDE INTERESTS

14.1 During your employment you will not (without the Company's prior written consent) be directly or indirectly engaged, or hold interests in, any other business activity, trade or occupation which may conflict or compete with the proper performance of your obligations and duties to the Company or any Group Company, or could otherwise be harmful to, or contrary to, the interests or reputation of the Company or any Group Company. If in doubt you should speak to your line manager, HR or Legal.

15. REGULATORY COMPLIANCE

15.1 You will comply with all legal, regulatory and governance obligations, including applicable provisions of the regulatory and compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the policies, guidance and procedures which apply to you, you should speak to your line manager and/or Group Compliance.

15.2 If your role is a mandatory, registered or required regulatory role, including, but not limited to: the performance of a Senior Management Function under the Senior Management and Certification Regime ("SMCR"), the performance of a Senior Executive Function under the Senior Executive Accountability Regime ("SEAR"), a FINRA registered representative or national variations thereof, you must comply with the expected and required principles, accepted practices, codes, obligations and rules for holders of these positions. Failure to adhere to/or to comply with these may result in investigation by a regulatory body or agency and the Company, and/or the Company taking disciplinary action against you which may result in the termination of your employment.

15.3 You will be bound by and comply with:

- the Dealing in the Company Shares Policy;
- the Dealing in non-Company Shares Policy and the Conflict of Interest Policy or such other applicable policy in force at the relevant time, including, but not limited to, further requirements around additional dealing rules, restrictions or approvals specific to your area of business that the Company or any Group Company require or deem necessary;
- the provisions of the Criminal Justice Act 1993, the Financial Services and Markets Act 2000 and the European Union Market Abuse Regulation 596/2014 ("MAR") relating to insider dealing and the use of inside information relating to the Company or to any Group Company; and
- any other applicable law, requirement, recommendation or regulation applying to dealings in financial instruments of the Company or of any Group Company (including without limitation, the Securities Contracts (Regulation) Act, 1956 and the SEBI (Prohibition of Insider Trading) Regulations, 2015). You also agree to ensure that none of your connected persons (including your spouse or civil partner and any children or step- children under the age of 18) will deal in any way in any financial instruments of the Company or any Group Company except in accordance with the Dealing in the Company Shares Policy or such other applicable policy in force at the relevant time.

15.4 You consent to the Company monitoring your use of all Group resources and communication and electronic equipment and information stored on Group computer equipment. Further details are set out in the applicable policy



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in force at the relevant time.

16. EXPENSES

16.1 There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location. Any expenses must be reasonable, pre-approved, in line with the Company's Global Travel and Expenses Policy and claimed promptly before reimbursement is made.

17. TERMINATION PROVISIONS

17.1 Subject to paragraph 2 of the Detailed Terms and Conditions, the Company and you may wish to terminate your employment in accordance with the Notice paragraph set out in your Summary of Key Terms. Your resignation would have to be accepted by the Company to become effective. Once accepted, the resignation cannot be withdrawn by you without the express consent of the Company.

17.2 The Company may at its sole discretion terminate your employment with immediate effect by notifying you in writing that the Company is exercising its right under this clause 17.2. The payment in lieu of notice in respect of any unexpired period of notice will be as per applicable law. You will have no right to receive a payment in lieu of notice unless the Company has exercised its discretion under this clause 17.2. Any payment in lieu of notice will not include the value of any element in respect of any bonus or other incentive payment or award that might otherwise have been due had you worked for the Company during the notice period for which the payment in lieu is made. Further, in case you terminate your employment (i.e., resign from your services), the Company may at its sole discretion waive all or part of the notice or allow you to pay in lieu of the notice.

17.3 The Company can terminate your employment with immediate effect and with no liability to make any further payment or compensation to you (other than for amounts accrued and due at the date of termination) if:

a. the Company reasonably believes you:

- have committed any serious or repeated breach of any of your obligations under this Agreement, including but not limited to a failure to comply with any lawful order or instruction given to you by the Company or any other Group Company, or any applicable policies, guidelines or procedures in place from at the relevant time; or
- are guilty of serious misconduct or wilful or habitual neglect in the performance of your duties or of any form of harassment, including sexual harassment while employed with the Company; or
- are guilty of conduct (including but not limited to bribery, fraud, dishonesty, theft or misappropriation or damage to Company's business or property, corruption or such other conduct) which, brings or is likely to bring you, the Company or any other Group Company into disrepute; or
- are habitually late or absent from work; or
- are habitually involved in money lending; or
- are absent without intimation for more than 8 days; or
- are in influence of illicit substances or alcohol and/or indulge in riotuous or disorderly behaviour during the work hours at the establishment; or have incited an illegal strike; or



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- threaten, abuse or assault any employee, consultant, trainee, customer, supplier, agent or partner of the Company; or preach or incite violence at the Company's premises; or
 - disclose confidential information of the Company without its written consent; or indulge in
 - wilful slow down of work; or
 - abet or attempt to abet any of the above acts.
- b. you are charged, arrested or convicted by a court of law with a criminal offence under applicable law (excluding a road traffic offence not subject to a custodial sentence); or
- c. you fail to obtain any necessary approval(s), licences or qualifications or have any necessary approval(s), licences or qualifications suspended or withdrawn by any relevant regulatory body, including but not limited to the FCA, which are reasonably required by the Company for you to carry out your duties, or the Company reasonably believes that your acts or omissions will lead to such approval being suspended, denied or withdrawn; or
- d. you are guilty of a breach of any requirements, recommendations, rules, codes of practice or regulations as amended from time to time by jurisdictional regulatory authorities relevant to the Company or any Group Company; or
- e. you commit a material breach of any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time); or
- f. you are disqualified from acting as a director of a company by order of a competent court; or
- g. you are declared bankrupt or have made any arrangement with or for the benefit of your creditors or have an administration order made against you; or
- h. you are considered no longer medically fit to perform your duties by a medical practitioner of the Company's choice or your absence from work due to medical reasons exceeds 2 months in any calendar year.

17.4 Clause 17.3 will not restrict any other right the Company may have to terminate your employment without notice. Any delay by the Company in exercising its rights under clause 17.3 will not constitute a waiver of those rights.

17.5 The Company can at any time and for any reason make a written request to you to do any of the following:

- immediately deliver to the Company all equipment, books, documents, papers, computer records, computer data, credit cards, and any other property relating to the business of, or belonging to the Company or any other Group Company which is in your possession or under your control; and disclose details of any access codes, PINs or passwords used by you in the course of performing your duties for the Company or any Group Company. You must not retain copies or reproductions of any documents, papers or computer records relating to the business of, or belonging to the Company or any other Group Company;
- inform HR of any information relating to the business of the Company or any Group Company stored on any computer or storage device in your possession or control held outside of any of the Group's premises, and at the request of the Company you must irretrievably delete any such information and all information derived from it;
- immediately pay to the Company or any other Group Company all outstanding loans or other amounts due or owed to the Company or any other Group Company. You confirm that if you fail to do so, the Company is



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authorised to deduct from any amounts due or owed to you by the Company or any other Group Company a sum equal to such amounts;

- resign from all (if any) offices or directorships held by you in the Company or any Group Company and all (if any) trusteeships held by you of any retirement plan or any trust established or subscribed to by the Company and any Group Company. You agree to sign and execute all documents and do everything necessary to give effect to such resignation.

17.6 You will not at any time after your employment terminates represent yourself as being in any way connected with the Company or any Group Company. The termination of your employment will not affect any terms of the Agreement which operate after the Termination Date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.

18. SUSPENSION AND GARDEN LEAVE

18.1 The Company has the right to suspend all or any of your duties for such period and on such terms as it considers appropriate. The Company can exercise this right at any time (including during a period of notice terminating your employment) and, whether or not it is in connection with a disciplinary investigation.

18.2 Where notice of termination has been served by either you or the Company or if you attempt to terminate your employment in breach of contract, the Company can require you to go on "Garden Leave". This means you will not be required to perform any duties or services, or only to provide specified services or duties, for the whole or any part of your relevant notice period. During any period of Garden Leave you will remain an employee of the Company and will continue to be bound by duties of good faith and fidelity to the Company as well as by the terms of the Agreement, which will remain in full force and effect except as varied by this clause. You will continue to receive your Salary and all contractual benefits in the usual way during any Garden Leave period. The Company can also require you during any Garden Leave period:

- not to attend any of the premises of the Company or any other Group Company or to perform your services at such place or places as the Company may decide at its discretion; and/or
- not to contact or deal with any customers, prospective customers, agents, suppliers, consultants, employees, member firms or other business contacts of the Company or any other Group Company without the Company's prior written consent; and/or
- to keep the Company informed of your whereabouts (except during any periods taken as annual leave) so that you can be called upon to perform any duties as required by the Company including assisting in any handover of your role to another individual; and/or
- not to commence any other employment or engagement (whether directly or indirectly); and/or
- to take any accrued annual leave including annual leave which will accrue during the period of Garden Leave.

19. POST TERMINATION RESTRICTIONS

19.1 You will comply with the restrictions in this clause, which are by their very nature detailed, for the purpose of protecting the legitimate business interests of the Company and each Group Company and, in particular, their



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Confidential Information, trade connections, goodwill and stable trained workforce.

19.2 You agree with the Company that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, company or other entity:

- For the Restricted Period (as set out in your Summary of Key Terms), approach, solicit or endeavour to entice away any person, firm, company or other entity who is or was a customer, client or supplier of the Company or any Group Company and with whom you had material dealings in the course of your employment with the Company, or in respect of whom you were aware of material and confidential information, in either case within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business; and
- For the Restricted Period (as set out in your Summary of Key Terms), deal with any person, firm, company or other entity who is or was a customer, client or supplier of the Company or any Group Company and with whom you had material dealings in the course of your employment with the Company, or in respect of whom you were aware of material and confidential information, in either case within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business;
- For the Restricted Period (as set out in your Summary of Key Terms), approach, solicit or endeavour to entice away any person, firm or company with whom either you or any other employee of the Company or any Group Company for whom you had, at the date of the negotiations, management responsibility, carried out negotiations on behalf of the Company or any Group Company at any time during the period of six months immediately prior to the Termination Date with a view to such person, firm or company becoming a customer of the Company or of any Group Company. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business; and
- For the Restricted Period (as set out in your Summary of Key Terms), deal with any person, firm or company with whom either you or any other employee of the Company or any Group Company for whom you had, at the date of the negotiations, management responsibility, carried out negotiations on behalf of the Company or any Group Company at any time during the period of six months immediately prior to the Termination Date with a view to such person, firm or company becoming a customer of the Company or of any Group Company. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business;
- For the Restricted Period (as set out in your Summary of Key Terms), solicit or entice away or attempt to solicit or entice away or engage, or otherwise facilitate employment or engagement of any director, officer or employee of executive status with whom you had material dealings within the 12-month period prior to the Termination Date. For the purpose of this paragraph, "executive status" means Group Executive, Group Leader, Group Director, Director, Senior Manager or anything else which replaces these grades.

19.3 Each of the restrictions contained in this clause are considered by the parties to be reasonable in all the circumstances as at the date of this Agreement. The restrictions may be modified as necessary to make them valid



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and effective on any changing pattern of work. Any such modification will not affect the validity of any other restriction set out in this clause will be construed as separate and individual restrictions.

You and the Company agree that:

- you will, at the Company's request and expense, enter into a separate agreement with any other Group Company that the Company may require, under the terms of which you will agree to be bound by restrictions corresponding to those contained in clauses 12 and 19 (or such as may be appropriate in the circumstances);
- the period during which the restrictions referred to in this clause will apply following the Termination Date will be reduced by the amount of any time which you spend on Garden Leave during which you are not performing any duties or services as may be requested under clause 19.2; and
- the covenants contained in this clause are intended to be severable and if any of them are in any way unenforceable, the enforceability of the other sub-paragraphs will not be affected. If any of the restrictions contained in this clause will be adjudged to be void or ineffective for whatever reason but would be adjudged valid and effective if it or another restriction were deleted in whole or in part, then such restriction will apply with such deletions as may be necessary to make it valid and effective.

20. THIRD PARTY RIGHTS

20.1 No person other than the parties to the Agreement and any Group Company shall have any rights under it and it will not be enforceable by any person other than those parties.

20.2 The Company may enforce any term of the Agreement as agent and trustee for any other Group Company. All losses and other liability incurred or suffered by any other Group Company under or as a consequence of the Agreement shall be deemed to be the losses and liability of the Company for the purpose of this clause.

21. GENERAL

21.1 The Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation will be governed by, and will be construed in accordance with the relevant local laws. Each party irrevocably agrees to submit to the exclusive jurisdiction of the local Indian court having jurisdiction in the State where the employee was last posted or deployed over any claims or matters arising under or in connection with the Agreement.

21.2 Where the Company retains a discretion under the Agreement such discretion cannot be limited or restricted in any way, other than by prior written agreement between you and an authorised member of the Company's HR team.

21.3 The Agreement constitutes the entire agreement between you and the Company and supersedes any previous agreement between you and the Company or any Group Company relating to such matters.

21.4 You and the Company acknowledge and agree that in entering into the Agreement, the Company and you do not rely on, and will have no remedy in respect of, any statement, representation, warranty or understanding other than as expressly set out in the Agreement. The only remedy available to either party in respect of any such statement, representation, warranty or understanding will be for breach of contract under the terms of the Agreement. Nothing in this clause 21 will exclude any liability for fraud.



Refinitiv India Shared Services Private Limited

22. CONDUCT AND COMPLAINTS

22.1 If you want to raise a complaint, please refer to the non-contractual local policy which can be found on the intranet, and which explains how and to whom your complaint should be raised.

22.2 The non-contractual disciplinary or conduct policy in force at the relevant time is available on the intranet. This procedure sets out the details of who an appeal should be made to, if you wish to appeal a disciplinary or conduct decision.

23. POLICIES, PROCEDURES AND PRACTICES

23.1 During your employment with the Company (and where applicable after your employment has terminated), you must familiarise yourself with and comply with all our applicable policies, procedures and guidelines in force, both on joining and throughout your employment. These can be found on the Company's intranet.

23.2 Unless otherwise stated, these policies, guidelines and procedures do not form part of your Agreement.

24. NOTICES

24.1 A notice under this Agreement shall be delivered by hand or sent to the party at the address given in this agreement or as otherwise notified in writing to the other party, and notices may be sent to the relevant party by email.

24.2 Any such notice shall be deemed to have been received:

- if delivered by hand, at the time the notice is left at the address or given to the addressee;
- in the case of pre-paid first class post or other next working day delivery service, at 9.00 a.m. on the second business day after posting or at the time recorded by the delivery service;
- in the case of email, at the time of transmission.

24.3 A notice shall have effect from the earlier of its actual or deemed receipt by the addressee. For the purpose of calculating deemed receipt:

- all references to time are to local time in the place of deemed receipt; and
- if deemed receipt would occur on a Saturday or Sunday or a public holiday when banks are not open for business, deemed receipt is at 9.00 a.m. on the next business day.

24.4 This clause does not apply to the service of any proceedings or other documents in any legal action.

25. ACCEPTANCE

This Agreement (comprising your Summary of Key Terms, Detailed Terms and Conditions and applicable Schedules), set out the entire Agreement between you and the Company.

Please sign and return a copy of this Agreement to Talent Acquisition, via Workday following the DocuSign e-sign steps, no later than 5 working days from receiving offer to accept the Agreement.

In accepting and signing the Agreement, you confirm that all the information you have provided to the Company in connection with this offer is true and not misleading, and you agree to notify the Company promptly of any change in that information.



Refinitiv India Shared Services Private Limited

Sincerely,

A handwritten signature in black ink that reads "Laura Thurston".

Laura Thurston
Group Head of Global Talent Acquisition & WFP
On behalf of the company

I Dushyanth R accept the terms of the Agreement with Refinitiv India Shared Services Private Limited and confirm receipt of the enclosed documents.

Signed: 
Dushyanth R 3F9FF4010738401...

Date: 17 September 2024



Refinitiv India Shared Services Private Limited

17 September 2024
S Ganesh
12th Main Rd, 1st Block, Rajajinagar, Bengaluru, Karnataka
560010

Dear S Ganesh ,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed is a Summary of Key Terms, any applicable Schedule/s and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment agreement (“Agreement”) with Refinitiv India Shared Services Private Limited, a part of LSEG, London Stock Exchange Group.

This offer is conditional upon you satisfying the relevant recruitment and screening conditions and procedures, and where applicable, the appropriate regulatory approvals.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India.

You will also need to sign a copy of your Agreement (enclosed), confirming that you have read, understood and accept the terms set out in your Agreement.

We look forward to welcoming you to the Company. Yours

sincerely,

A handwritten signature in black ink, appearing to read "Laura Thurston", written over a light grey rectangular background.

Laura Thurston
Group Head of Global Talent Acquisition & WFP



Refinitiv India Shared Services Private Limited

Encl

- Summary of Key Terms Detailed
- Terms & Conditions Benefits
- Summary
- Data Privacy Policy

Summary of Key Terms

THIS AGREEMENT is made on 17 September 2024

BETWEEN

(1) Refinitiv India Shared Services Private Limited, a company which has its registered office at One World Centre, 12th floor, Tower 1, 841 Senapati Bapat Marg, Mumbai 400 013, Maharashtra, India (the “Company”); and

(2) S Ganesh, #472 6th main 8th cross BTM 2nd stage, Mico Layout , Bangalore , 560076 (the “Employee”)

Name S Ganesh

Employing Company Refinitiv India Shared Services Private Limited

You consent to the transfer of your employment under this agreement to a Group Company at any time during your employment.

“Group Company” means the Company and all companies which are for the time being either a Holding Company of the Company or a Subsidiary of either the Company or any such Holding Company, including any of their predecessors, successors or assigns or any company which is designated a Group Company at any time by the directors of the board of the London Stock Exchange Group(LSEG) or the Company and any firm, company, corporate or other entity or organisation:

- (a) that is directly or indirectly controlled by the Company, or
- (b) that directly or indirectly controls the Company; or
- (c) that is directly or indirectly controlled by a third party who also directly or indirectly controls the Company; or
- (d) in which the Company or any Holding Company or Subsidiary is directly or indirectly beneficially interested in 10% (ten per cent) or more of that company's issued ordinary share capital.



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"Subsidiary and Holding Company" in relation to a company mean "subsidiary" and "holding company" as defined in section 1159 of the Companies Act 2006.

Position and Function

Your role will be Associate Content Analyst , Division: Operations.

Place of Work

Divyasree Technopolis, 36/2 & 124, Yamalur Village, Varthur Hobli, Off HAL Airport Road, Bengaluru, India, 560037. You may be required to work in other locations as reasonably expected by the business and in accordance with the duties of your role.

Start Date

Your employment will commence on 14 October 2024(the "Start Date").

Your employment is subject to the Employment Requirements (set out in the Detailed Terms & Conditions) being met to the Company's satisfaction, as required.

Please inform the Company of any change in circumstances which may prevent you from starting work on the Start Date. Should your employment not commence on this date then the offer of employment and terms and conditions set out in the Agreement shall automatically lapse, be deemed void and have no purpose or effect.

Probation Period

Your employment is subject to a Probationary Period of 6 months or any additional period which the Company requires. You will be advised in writing upon satisfactory completion of the Probation Period. If you receive no such communication, the Probation Period will be deemed to have been extended until the Company advises you in writing of confirmation in your appointment or notifying you otherwise.

During the Probationary Period either you or the Company can terminate your employment by giving the other party 30 days written notice.

Hours of Work

You will work a minimum of 40, plus any additional hours which the Company requires for the proper performance of your role. You may be entitled to overtime payments, please refer to the Special Shift Policy for more details.

Salary

Your Gross Base Salary will be INR ₹350,000.00 per annum and is inclusive of your Base salary of INR ₹228,000.00 per year, Employer's contribution towards Provident Fund of INR ₹27,360.00 per year, Flexi Benefit Plan of INR



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₹94,640.00 per year respectively (less tax and statutory deductions) (the "Salary").

Salary is payable as per the normal payroll practices of the Company and in any case no later than the 10th of the following calendar month. Please see the Flexi Component Breakup schedule for more information.

Quarterly Incentive Plan

You will be eligible to participate in the Quarterly Incentive Plan subject to its terms and conditions. The terms and conditions of the plan and the payments made thereunder may be varied from time to time by the Company in its absolute discretion as per the matrix which will be shared by your line manager on a quarterly basis.

Annual Leave

You will be entitled to annual leave and holidays in accordance with the Company's Time-off policy, as may be amended from time to time.

Retirement Age

Your normal retirement age with the Company will be set out in the Company's Retirement Policy in force at the relevant time.

Benefits

You are eligible to participate in the Company benefit plans which are set out in the enclosed benefits summary and does not form part of this Agreement.

Notice Period

Either you or the Company may terminate your employment by giving the other party at least 60 days written notice or such lesser period of notice which applies during your Probationary Period.

Confidentiality

It is important that you recognize that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company and its Group Companies and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information, trade secrets and any stricter policy which applies to your role.

Data Privacy

You will comply with all Company policies and procedures relating to data protection.



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You consent to and acknowledge and understand that the Company will collect and process your personal information (including sensitive personal information) in accordance with any applicable privacy notice provided to you by the Company, as may be updated by Company from time to time.

You acknowledge and understand that the Company may make such information available to any Group Company, those who provide products or services to the Company or to any Group Company (such as advisers and payroll and expenses administrators), regulatory authorities, potential or future employers, governmental or quasi-governmental organisations and potential purchasers of the Company or any Group Company or the business in which you work.

Post-Termination Restrictions

To protect the interests of the Company and/or each Group Company, you must not for a period of 3 months following the termination of your employment (the "Restricted Period") be involved in or carry out certain non- solicitation or poaching activities as set out in further detail in your Detailed Terms & Conditions at paragraph 19.

Training

You must complete mandatory training, which will be organised by the Company, and be dependent on your role and may include the following: (this list is not exhaustive)

- Code of Conduct/Code of Business Conduct & Ethics; •
Anti Bribery & Corruption;
- Financial Crime (including Anti-Money Laundering and Terrorist Financing); •
Personal Account Dealing;
- Conflict of interest;
- Information Security; and
- Prevention of Sexual Harassment at Workplace.

Subject to meeting any eligibility requirements, you may also have the opportunity to undertake additional optional training. Full details are available from the Company intranet.



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DETAILED TERMS AND CONDITIONS

1. INTRODUCTION TO THIS SECTION

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as your "Agreement". By signing the Agreement, you confirm that you have read, understood and agree to the terms set out in the Agreement.

2. PRE-EMPLOYMENT AND ONGOING CONDITIONS

2.1 Your employment is conditional upon the completion of certain requirements and on-going conditions to the Company's satisfaction (the "Employment Requirements"). These include the following (but we may add to these and/or waive any of them):

- that you are contractually free to carry out your employment and will not be in breach of any contract or of any other binding obligation by entering into the Agreement or carrying out your role;
- your confirmation that you are not, and have never been, the subject of an investigation by any company or other body or authority into suspected bribery or corruption activity or into suspected criminal activity involving dishonesty (including theft or fraud) or anti-competitive behaviour;
- receipt of satisfactory references by us;
- providing us with original documents, proving your eligibility to live and work in the country in which you are employed;
- where specific background checks are necessary, or applicable to your role, your cooperation in such checks being carried out and the completion of those checks to our satisfaction. By signing the Agreement, you consent to such checks being carried out;
- where applicable to your role, and in compliance with local law, the completion of credit checks to our satisfaction;
- where Securities and Exchange Board of India ("SEBI") or any other regulatory approval for your employment is required and sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company following consultation with the relevant regulatory body; and (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications;
- your holding and continuing to hold all applicable qualifications, approvals, licences and registrations as required by the Company, and producing evidence of these before starting employment;
- the Company receiving a electronically signed copy of the Agreement from you; and
- if requested, and consistent with local law, your completing a satisfactory medical questionnaire.



Refinitiv India Shared Services Private Limited

2.2 If any of the Employment Requirements are not satisfied before your employment commences, the Company may withdraw its offer and terminate the Agreement without notice. While the completion of the Employment Requirements will normally be carried out before your employment starts, this may not always be possible and the Company may terminate your employment at any time after your start date with the minimum notice period as required under local law if any of the Employment Requirements are unfulfilled, or are not completed to the Company's satisfaction or within a reasonable time period.

2.3 You confirm that the information you have provided in connection with the completion of the Employment Requirements (including at the interview stage) and otherwise in connection with the Agreement is true and accurate both at the time it is given and at the start of your employment.

3. PLACE OF WORK

3.1 Your place of work is set out in the Summary of Key Terms.

3.2 The Company may change your normal place of work to any reasonable location as may be required for the proper performance of your role. This may include requiring you to work from home for a temporary or extended period.

3.3 You may be required to travel and work within country and overseas as part of your role and you agree that you are prepared to undertake business travel to any global location, as the Company may at any time require.

3.4 You shall not be required to work outside India for any continuous period of more than one month, without your consent.

4. DUTIES

4.1 Your role is set out in the Summary of Key Terms. The Company may at any time reasonably vary your duties and/or reporting line.

4.2 The Company may (acting reasonably) at any time require you to:

- perform additional or replacement tasks;
- perform tasks for, or be seconded to, any other Group Company;
- agree to a transfer of your employment under the Agreement to any Group Company.

4.3 The Company has policies, guidelines and procedures on the performance and conduct that it expects from its employees, including the Code of Business Conduct and Ethics ("Policies"). Unless stated otherwise, these do not form part of the Agreement. These are available on the Company's intranet or from Human Resources (HR). It is important that you read and comply with our Policies. Any failure to comply could result in disciplinary action being taken. The Company reserves the right to amend, replace or withdraw any of the Policies at any time.

4.4 To the extent applicable to your role, as a strict condition of your employment, you will obtain and maintain such qualifications, certification, licences or regulatory approval, as reasonably required by the Company throughout your employment.

4.5 During your employment with the Company you agree that you will:



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- devote all your working time to your role, and you will carry out your role to the best of your ability and with integrity, due skill and care, and upholding the values of the Company;
- use your best efforts to promote and protect the interests of the Company and not do anything to harm those interests;
- comply with all reasonable requests given by the Company and promptly provide any explanations and information on your involvement with the business as the Company may reasonably require; and
- report to your manager or the HR team any information that may harm the interests of the Company or any actual or proposed unlawful activity or behaviour affecting the Company or any Group Company (as defined in the Summary of Key Terms), whether by you or any other employee, officer, contractor of the Company or any other person, immediately on becoming aware of it.

4.6 In the event that you are unable to perform your duties or that your absence from work for any period of time causes operational difficulties, the Company may appoint another person or persons to perform your role until such time as you are able to resume fully the performance of your duties.

5. Working Time

5.1 The Company can vary your working hours at its discretion, including your start and finish times. Any changes to hours will be discussed with you before they are confirmed. As well as your normal working hours, you may be required to work such additional hours as are necessary for the proper performance of your role. You may receive additional pay or time off for additional hours worked as set out in Company's Special Shift Policy in force at the relevant time.

6. Salary and allowances

6.1 The Company will pay you the Salary as specified in the Summary of Key Terms or at such other rate as may subsequently be agreed between you and the Company.

6.2 Your salary will be reviewed annually, and the Company is under no obligation to increase your salary at the time of the review.

6.3 The Company may at any time deduct from any sums or payments (including the Salary) owed to you, subject to payment limits, any sums which you owe the Company or any Group Company at any time, including but not limited to loans, advances or overpayment of Salary in accordance with applicable law.

6.4 The Company will reimburse you for all reasonable and authorised out-of-pocket expenses incurred necessarily by you in the performance of your role in accordance with the Company's applicable expenses policy in force at the relevant time.

7. DISCRETIONARY BONUS

7.1 If applicable and specified in the Summary of Key Terms, you may, at the Company's discretion, be eligible to participate in a discretionary bonus plan or a sales incentive plan.



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7.2 Participation in any discretionary bonus plan or sales incentive plan will be subject to the rules of the applicable plan in force at the relevant time. These rules may include, but are not limited to, company and/or individual performance against a series of objectives and targets. You have no contractual right to receive a bonus or sales incentive payment.

7.3 To be eligible to receive a payment under a bonus or sales incentive plan, you must satisfy the rules of the relevant plan. In addition, the Company reserves the right at any time, to vary, terminate or withdraw (with or without replacement) any bonus plan in place from time to time. Bonus and sales incentive awards do not count towards the salary used to calculate any retirement plan contributions. Please see the bonus or sales incentive plan rules for more detail.

7.4 Any incentives or compensation payable to you by the Company (or any Group Company) can be limited or modified if the Company (or any relevant Group Company) decides this is necessary to remain consistent with any applicable remuneration policy, or to comply with laws and regulations, including any regulations or guidance published by the SEBI (or any other regulatory authority under the applicable laws), which are in force at the relevant time. This includes the operation of malus and clawback provisions as set out in the relevant bonus or sales incentive plan rules and/or as necessary to comply with the Company's regulatory requirements.

7.5 You have no contractual right to receive a payment in respect of a bonus or incentive and the making of any payment in any year does not give rise to any obligation on the Company to make a payment in any future year. Any and all such bonus or incentives will not be considered as "wages" for the purposes of any statutory payments that you may be entitled to receive from the Company, including without limitation, "wages" under the Payment of Wages, Act, 1936, Maternity Benefit Act, 1961, Payment of Bonus Act, 1965 or any other subsequent laws that would replace the existing applicable employment laws, any severance payments as payable under local law or discretionary Company policies, social security contributions, etc.

7.6 If on termination of your employment you lose any rights or benefits under any bonus or incentive plan, or other benefit plan operated by the Company or any Group Company you will not be entitled to any compensation for the loss of any rights under any such plans.

8. RETIREMENT PLAN AND OTHER BENEFITS

8.1 The Company has identified a core set of benefits that it provides to employees, subject to local country norms and practices. These core benefits cover retirement, healthcare, life assurance, long-term disability and shift allowance. Details of these plans, if/as they apply in your country of employment, are provided in the Schedule.

8.2 We reserve the right to amend or withdraw any retirement or benefits plan or allowances and/or put in place an alternative benefit at any time. Any changes will be confirmed to you in writing.

9. ANNUAL LEAVE AND OTHER PAID LEAVE

9.1 Your annual leave entitlement is set out in the Company's Time Off Policy and will be pro-rated for part years worked and for part time work. Your annual leave will be paid at the rate of gross Salary (excluding employer's



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contributions to any social security) or in line with our legal obligations if higher), and the policy relating to annual leave in force at the relevant time.

9.2 You may be entitled to public holidays in your jurisdiction, these will be paid at the rate of gross Salary (or in line with our legal obligations if higher) and the policy in force at the relevant time. The Company may require you to work on certain local public holidays to meet operational business needs, subject to the terms of any applicable policy in force at the relevant time.

9.3 You will be paid pro rata for any accrued but untaken annual leave entitlement. If you have taken more annual leave than your accrued entitlement when you leave, you will repay to the Company an amount equivalent to any annual leave taken in excess of your accrued entitlement, and the Company can deduct the appropriate amount from your final salary payment or any other sum which it owes you at the date of termination of your employment (the "Termination Date"). The amount of the payment in lieu (or deduction) will be calculated based on the applicable policy in force at the relevant time.

9.4 Subject to any eligibility criteria, you may also be entitled to other periods of paid leave including maternity leave, adoption leave, paternity leave, bereavement leave in accordance with the Company's policies and procedures details of which can be found on the Company intranet. These policies relating to other paid leave do not form part of your Agreement and may be amended by the Company in its absolute discretion at any time.

10. INSURANCES

10.1 Membership of and benefits under any insurance scheme are subject to acceptance by the relevant insurer (where appropriate), the rules of the scheme and the terms of any applicable insurance policy are conditional on you complying with and satisfying any applicable requirements of the scheme (and where relevant, the insurer). Copies of these rules and policies and particulars of the requirements (when notified to the Company) will be provided to you on request. The Company will not have any liability to pay any benefit to you under any insurance scheme unless it receives payment of the benefit from the insurer.

10.2 The Company reserves the right to terminate its participation in any of the schemes referred to above, or to substitute other schemes, or alter the benefits available to you under any schemes without compensation. If a scheme provider (for example, an insurance company) refuses for any reason (whether under its own interpretation of the terms of the relevant insurance policy or otherwise) to provide the relevant cover or benefit(s) to you under the applicable scheme or refuses to provide cover at the normal premiums due to the state of your health, the Company will not be liable to provide equivalent benefits or to compensate you for the loss of such benefits.

11. INTELLECTUAL PROPERTY

The provisions of this clause will apply except to the extent prohibited by or ineffective in law.

11.1 For the purposes of this clause:

"Company Intellectual Property" means Intellectual Property Rights created by you (whether jointly or alone) in the course of the employment with the Company, whether or not during working hours or using Company premises or resources and whether or not recorded in material form;



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“**Intellectual Property Rights**” means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registrations, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world.

“**Invention**” means any invention, idea, discovery, development, improvement or innovation made, whether recorded in any medium or not, which you may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice; and

“**Works**” means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

11.2 You may create Inventions (alone or jointly) in the course of your employment and you have a special obligation to further the interests of the Company in relation to such Inventions. You will, promptly following their creation, disclose to the Company all such Inventions and Works embodying Company Intellectual Property.

11.3 All Company Intellectual Property and materials embodying it will automatically belong to the Company as from creation for the full term of those rights; and you hereby assign (on a perpetual, worldwide and royalty-free basis), by way of present and future assignment, any and all right, title and interest therein to the Company. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

11.4 To the extent that any Company Intellectual Property does not vest in the Company automatically pursuant to clause 11.5, you hold such property on trust for the Company and hereby grant to the Company an exclusive, royalty- free licence to use such property at its discretion until such Company Intellectual Property fully vests in the Company.

11.5 To the extent that any Inventions created by you (whether alone or jointly) at any time during the course of your employment are prohibited by or prevented in law from automatically vesting with the Company pursuant to clause 11.2, you will, immediately upon creation of such rights, grant the Company, in writing, a right of first refusal to acquire them on arm's length terms to be agreed between the parties. If the parties cannot agree on such terms within 30 days of the Company receiving the offer, the Company will refer the dispute to an appropriate independent arbitrator. The arbitrator's decision will be final and binding on the parties and the costs of arbitration will be borne equally by the parties.

11.6 You agree:

- to promptly disclose and deliver up to the Company all and any Works conceived, or made by you during your employment (whether or not during working hours or using Company premises or resources and whether or not recorded in material form);



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- to execute all such documents, both during and after your employment, as the Company may require, to vest in the Company all right, title and interest pursuant to the Agreement at the reasonable expense of the Company; to provide all such
- information and assistance and do all such further things as the Company may require to enable it to protect, maintain and exploit the Company Intellectual Property to best advantage, at the reasonable expense of the Company, including (without limitation), at the Company's request, applying for the protection of Inventions throughout the world;
- to assist the Company in applying for the registration of any registrable Company Intellectual Property, to enable it to enforce the Company Intellectual Property against third parties and to defend claims for infringement of third-party Intellectual Property Rights at the reasonable expense of the Company;
- not to apply for the registration of any Company Intellectual Property in your country of employment or any other part of the world without the prior written consent of the Company;
- to keep confidential all Company Intellectual Property unless the Company has consented in writing to its disclosure by you; and
- to adhere to any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time).

11.7 As against the Company, its successors and assigns and any licensee of any of the foregoing, you waive all your present and future moral rights and all similar rights in other jurisdictions relating to the Company Intellectual Property.

11.8 You acknowledge that, except as provided by law, no further remuneration or compensation, other than that provided for in the Agreement, is or may become due to you in respect of your compliance with this clause.

11.9 You agree to sign, execute, or deliver any deed, document or other instrument for the purpose of giving full effect to this clause.

11.10 Rights and obligations under the Agreement will continue in force after termination of the Agreement in respect of any Company Intellectual Property.

11.11 You confirm that you will not use or disclose to the Company, or induce the Company to use any invention or work of a prior employer or any other party and you will also disclose to the Company any of your prior works and inventions (collectively, "Prior Inventions") in order to avoid future disputes in relation to ownership. If, in the course of your relationship with the Company, you induce or suggest the incorporation of and/or incorporate into a Company product, process or machine a Prior Invention owned by you or in which you have an interest, the Company is hereby granted and shall have a non-exclusive, royalty-free, irrevocable, perpetual, worldwide license (with the right to sublicense) to make, have made, copy, modify, make derivative works of, use, sell and otherwise distribute such Prior Invention as part of or in connection with such product, process or machine and you agree not to license such Prior Invention or Work to a competitor of the Company.

12. CONFIDENTIALITY

12.1 "**Confidential Information**" means any information relating to the business, affairs, finance, clients, customers or trade connections of the Company or any other Group Company or any of their agents, members' firms, customers or



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counterparties, or any prospective customers or counterparties or suppliers received or acquired by you in the course of your employment, including but not limited to:

- the business methods, processes, technical information and know-how relating to the business of the Company or any other Group Company (including prices charged, discounts given to customers or obtained from suppliers, product development, corporate strategy, marketing and advertising programmes, costings, budgets, turnover, sales targets or other financial information, inventions, designs, programmes, techniques, source code, database systems, formulae and ideas);
- business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
- information on employees and the terms and conditions of their employment, details of employee benefits, incentive plans, salary scales and/or current or anticipated disputes;
- information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Group or any current or former director, officer or employee of the Group in such capacity and any information in respect of provisions for any such action;
- details and terms of the Company's or any other Group Company's agreements with current or prospective suppliers, clients, agents, investors, members and customers;
- commercially sensitive information or trade secrets;
- unpublished price sensitive information relating to shares or securities listed or dealt in on any Recognised Investment Exchange or Recognised Stock Exchange. Recognised Investment Exchange has the meaning given to it by section 285 of the Financial Services and Markets Act 2000 or means any business which is recognised by an overseas equivalent of the FCA as being substantially similar and/or equivalent. A Recognised Stock Exchange means a stock exchange which is recognised by the Indian Central Government or SEBI under Section 4 of the Securities Contracts (Regulation) Act, 1956;
- confidential details as to the design of the Company's or any other Group Company's and/or their suppliers' products and inventions or developments relating to future products;
- details of any promotions or future promotions or marketing or publicity exercises planned by the Company or any other Group Company;
- details of any budgets, management accounts, trading statements, sales reports, financial reports or business plans of the Company or any other Group Company; and
- any information which may affect the value of the Business or the shares of the Company or any other Group Company;

whether or not, in the case of documents or other written materials or any materials in electronic format, they are or were marked as confidential and whether or not in the case of other information, such information is identified or treated by the Company or any other Group Company as being confidential.

12.2 During your employment and at any time afterwards, you must not (other than in the proper performance of your role) directly or indirectly use, communicate or disclose, or authorise to be used, communicated or disclosed, to any



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person any trade secrets or Confidential Information. You must use your best efforts to prevent the unauthorised publication or disclosure of any such trade secret or Confidential Information. You are also required to comply with any applicable policy in force at the relevant time relating to Confidential Information during your employment and after its termination.

12.3 You can use Confidential Information which you are authorised to use by the Company or any Group Company and/or which is required by law and/or which has already entered the public domain (except as a result of any unauthorised disclosure by you or any other employee of the Company or any other Group Company) and/or which you are entitled to disclose under applicable whistle-blowing laws provided that the disclosure is made in an appropriate way to an appropriate person and/or where it is appropriate to disclose to a relevant regulatory body.

12.4 You will not make copies of any document, memoranda, correspondence (including emails), computer disk, CD- ROM, memory stick, video tape or any similar matter (including in any electronic format) or remove any such items from the premises of the Company or of any Group Company other than in the proper performance of your duties except with the prior written authority of the Company.

12.5 You will comply with the terms of any applicable policy in force at the relevant time concerning social media or engaging with the media. You will not (unless you are permitted and authorised to do so as part of your role) make or authorise any public statement (whether written or oral) to the media or on a networking site or otherwise relating to the affairs of the Company or any Group Company. Also, you will not write any article for publication on any matter concerned with the business or other affairs of the Company or any Group Company without the prior written consent of the Company. After the termination of your employment, you will not make any adverse, untrue or misleading statement (in any medium) about the Company, any Group Company, or its/their directors or employees.

12.6 You will comply with any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time).

13. DATA PROTECTION

13.1 You will comply with the Company's data protection policies and any other applicable policies, guidelines, requirements and procedures concerning data protection in force at the relevant time when handling personal data in the course of your employment, including personal data relating to any employee, officer, customer, client, contacts, advisor, supplier or agent of the Company or any Group Company.

13.2 The Company will collect and process your personal information (including sensitive personal information) in accordance with any applicable privacy notice policy or guidelines provided to you by the Company (including any HR privacy notice which is available on the intranet), as may be updated by the Company from time to time.

13.3 You consent to, acknowledge and understand that the Company may make such information available to any Group Company, those who provide products or services to the Company or to any Group Company (such as advisers, payroll, travel and expenses administrators), legal and regulatory authorities, potential or future employers, governmental or quasi-governmental organisations and potential purchasers of the Company or any Group Company or the business in which you work.



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14. OUTSIDE INTERESTS

14.1 During your employment you will not (without the Company's prior written consent) be directly or indirectly engaged, or hold interests in, any other business activity, trade or occupation which may conflict or compete with the proper performance of your obligations and duties to the Company or any Group Company, or could otherwise be harmful to, or contrary to, the interests or reputation of the Company or any Group Company. If in doubt you should speak to your line manager, HR or Legal.

15. REGULATORY COMPLIANCE

15.1 You will comply with all legal, regulatory and governance obligations, including applicable provisions of the regulatory and compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the policies, guidance and procedures which apply to you, you should speak to your line manager and/or Group Compliance.

15.2 If your role is a mandatory, registered or required regulatory role, including, but not limited to: the performance of a Senior Management Function under the Senior Management and Certification Regime ("SMCR"), the performance of a Senior Executive Function under the Senior Executive Accountability Regime ("SEAR"), a FINRA registered representative or national variations thereof, you must comply with the expected and required principles, accepted practices, codes, obligations and rules for holders of these positions. Failure to adhere to/or to comply with these may result in investigation by a regulatory body or agency and the Company, and/or the Company taking disciplinary action against you which may result in the termination of your employment.

15.3 You will be bound by and comply with:

- the Dealing in the Company Shares Policy;
- the Dealing in non-Company Shares Policy and the Conflict of Interest Policy or such other applicable policy in force at the relevant time, including, but not limited to, further requirements around additional dealing rules, restrictions or approvals specific to your area of business that the Company or any Group Company require or deem necessary;
- the provisions of the Criminal Justice Act 1993, the Financial Services and Markets Act 2000 and the European Union Market Abuse Regulation 596/2014 ("MAR") relating to insider dealing and the use of inside information relating to the Company or to any Group Company; and
- any other applicable law, requirement, recommendation or regulation applying to dealings in financial instruments of the Company or of any Group Company (including without limitation, the Securities Contracts (Regulation) Act, 1956 and the SEBI (Prohibition of Insider Trading) Regulations, 2015). You also agree to ensure that none of your connected persons (including your spouse or civil partner and any children or step- children under the age of 18) will deal in any way in any financial instruments of the Company or any Group Company except in accordance with the Dealing in the Company Shares Policy or such other applicable policy in force at the relevant time.

15.4 You consent to the Company monitoring your use of all Group resources and communication and electronic equipment and information stored on Group computer equipment. Further details are set out in the applicable policy



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in force at the relevant time.

16. EXPENSES

16.1 There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location. Any expenses must be reasonable, pre-approved, in line with the Company's Global Travel and Expenses Policy and claimed promptly before reimbursement is made.

17. TERMINATION PROVISIONS

17.1 Subject to paragraph 2 of the Detailed Terms and Conditions, the Company and you may wish to terminate your employment in accordance with the Notice paragraph set out in your Summary of Key Terms. Your resignation would have to be accepted by the Company to become effective. Once accepted, the resignation cannot be withdrawn by you without the express consent of the Company.

17.2 The Company may at its sole discretion terminate your employment with immediate effect by notifying you in writing that the Company is exercising its right under this clause 17.2. The payment in lieu of notice in respect of any unexpired period of notice will be as per applicable law. You will have no right to receive a payment in lieu of notice unless the Company has exercised its discretion under this clause 17.2. Any payment in lieu of notice will not include the value of any element in respect of any bonus or other incentive payment or award that might otherwise have been due had you worked for the Company during the notice period for which the payment in lieu is made. Further, in case you terminate your employment (i.e., resign from your services), the Company may at its sole discretion waive all or part of the notice or allow you to pay in lieu of the notice.

17.3 The Company can terminate your employment with immediate effect and with no liability to make any further payment or compensation to you (other than for amounts accrued and due at the date of termination) if:

a. the Company reasonably believes you:

- have committed any serious or repeated breach of any of your obligations under this Agreement, including but not limited to a failure to comply with any lawful order or instruction given to you by the Company or any other Group Company, or any applicable policies, guidelines or procedures in place from at the relevant time; or
- are guilty of serious misconduct or wilful or habitual neglect in the performance of your duties or of any form of harassment, including sexual harassment while employed with the Company; or
- are guilty of conduct (including but not limited to bribery, fraud, dishonesty, theft or misappropriation or damage to Company's business or property, corruption or such other conduct) which, brings or is likely to bring you, the Company or any other Group Company into disrepute; or
- are habitually late or absent from work; or
- are habitually involved in money lending; or
- are absent without intimation for more than 8 days; or
- are in influence of illicit substances or alcohol and/or indulge in riotuous or disorderly behaviour during the work hours at the establishment; or have incited an illegal strike; or



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- threaten, abuse or assault any employee, consultant, trainee, customer, supplier, agent or partner of the Company; or preach or incite violence at the Company's premises; or
 - disclose confidential information of the Company without its written consent; or indulge in
 - wilful slow down of work; or
 - abet or attempt to abet any of the above acts.
- b. you are charged, arrested or convicted by a court of law with a criminal offence under applicable law (excluding a road traffic offence not subject to a custodial sentence); or
- c. you fail to obtain any necessary approval(s), licences or qualifications or have any necessary approval(s), licences or qualifications suspended or withdrawn by any relevant regulatory body, including but not limited to the FCA, which are reasonably required by the Company for you to carry out your duties, or the Company reasonably believes that your acts or omissions will lead to such approval being suspended, denied or withdrawn; or
- d. you are guilty of a breach of any requirements, recommendations, rules, codes of practice or regulations as amended from time to time by jurisdictional regulatory authorities relevant to the Company or any Group Company; or
- e. you commit a material breach of any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time); or
- f. you are disqualified from acting as a director of a company by order of a competent court; or
- g. you are declared bankrupt or have made any arrangement with or for the benefit of your creditors or have an administration order made against you; or
- h. you are considered no longer medically fit to perform your duties by a medical practitioner of the Company's choice or your absence from work due to medical reasons exceeds 2 months in any calendar year.

17.4 Clause 17.3 will not restrict any other right the Company may have to terminate your employment without notice. Any delay by the Company in exercising its rights under clause 17.3 will not constitute a waiver of those rights.

17.5 The Company can at any time and for any reason make a written request to you to do any of the following:

- immediately deliver to the Company all equipment, books, documents, papers, computer records, computer data, credit cards, and any other property relating to the business of, or belonging to the Company or any other Group Company which is in your possession or under your control; and disclose details of any access codes, PINs or passwords used by you in the course of performing your duties for the Company or any Group Company. You must not retain copies or reproductions of any documents, papers or computer records relating to the business of, or belonging to the Company or any other Group Company;
- inform HR of any information relating to the business of the Company or any Group Company stored on any computer or storage device in your possession or control held outside of any of the Group's premises, and at the request of the Company you must irretrievably delete any such information and all information derived from it;
- immediately pay to the Company or any other Group Company all outstanding loans or other amounts due or owed to the Company or any other Group Company. You confirm that if you fail to do so, the Company is



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authorised to deduct from any amounts due or owed to you by the Company or any other Group Company a sum equal to such amounts;

- resign from all (if any) offices or directorships held by you in the Company or any Group Company and all (if any) trusteeships held by you of any retirement plan or any trust established or subscribed to by the Company and any Group Company. You agree to sign and execute all documents and do everything necessary to give effect to such resignation.

17.6 You will not at any time after your employment terminates represent yourself as being in any way connected with the Company or any Group Company. The termination of your employment will not affect any terms of the Agreement which operate after the Termination Date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.

18. SUSPENSION AND GARDEN LEAVE

18.1 The Company has the right to suspend all or any of your duties for such period and on such terms as it considers appropriate. The Company can exercise this right at any time (including during a period of notice terminating your employment) and, whether or not it is in connection with a disciplinary investigation.

18.2 Where notice of termination has been served by either you or the Company or if you attempt to terminate your employment in breach of contract, the Company can require you to go on "Garden Leave". This means you will not be required to perform any duties or services, or only to provide specified services or duties, for the whole or any part of your relevant notice period. During any period of Garden Leave you will remain an employee of the Company and will continue to be bound by duties of good faith and fidelity to the Company as well as by the terms of the Agreement, which will remain in full force and effect except as varied by this clause. You will continue to receive your Salary and all contractual benefits in the usual way during any Garden Leave period. The Company can also require you during any Garden Leave period:

- not to attend any of the premises of the Company or any other Group Company or to perform your services at such place or places as the Company may decide at its discretion; and/or
- not to contact or deal with any customers, prospective customers, agents, suppliers, consultants, employees, member firms or other business contacts of the Company or any other Group Company without the Company's prior written consent; and/or
- to keep the Company informed of your whereabouts (except during any periods taken as annual leave) so that you can be called upon to perform any duties as required by the Company including assisting in any handover of your role to another individual; and/or
- not to commence any other employment or engagement (whether directly or indirectly); and/or
- to take any accrued annual leave including annual leave which will accrue during the period of Garden Leave.

19. POST TERMINATION RESTRICTIONS

19.1 You will comply with the restrictions in this clause, which are by their very nature detailed, for the purpose of protecting the legitimate business interests of the Company and each Group Company and, in particular, their



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Confidential Information, trade connections, goodwill and stable trained workforce.

19.2 You agree with the Company that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, company or other entity:

- For the Restricted Period (as set out in your Summary of Key Terms), approach, solicit or endeavour to entice away any person, firm, company or other entity who is or was a customer, client or supplier of the Company or any Group Company and with whom you had material dealings in the course of your employment with the Company, or in respect of whom you were aware of material and confidential information, in either case within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business; and
- For the Restricted Period (as set out in your Summary of Key Terms), deal with any person, firm, company or other entity who is or was a customer, client or supplier of the Company or any Group Company and with whom you had material dealings in the course of your employment with the Company, or in respect of whom you were aware of material and confidential information, in either case within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business;
- For the Restricted Period (as set out in your Summary of Key Terms), approach, solicit or endeavour to entice away any person, firm or company with whom either you or any other employee of the Company or any Group Company for whom you had, at the date of the negotiations, management responsibility, carried out negotiations on behalf of the Company or any Group Company at any time during the period of six months immediately prior to the Termination Date with a view to such person, firm or company becoming a customer of the Company or of any Group Company. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business; and
- For the Restricted Period (as set out in your Summary of Key Terms), deal with any person, firm or company with whom either you or any other employee of the Company or any Group Company for whom you had, at the date of the negotiations, management responsibility, carried out negotiations on behalf of the Company or any Group Company at any time during the period of six months immediately prior to the Termination Date with a view to such person, firm or company becoming a customer of the Company or of any Group Company. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business;
- For the Restricted Period (as set out in your Summary of Key Terms), solicit or entice away or attempt to solicit or entice away or engage, or otherwise facilitate employment or engagement of any director, officer or employee of executive status with whom you had material dealings within the 12-month period prior to the Termination Date. For the purpose of this paragraph, "executive status" means Group Executive, Group Leader, Group Director, Director, Senior Manager or anything else which replaces these grades.

19.3 Each of the restrictions contained in this clause are considered by the parties to be reasonable in all the circumstances as at the date of this Agreement. The restrictions may be modified as necessary to make them valid



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and effective on any changing pattern of work. Any such modification will not affect the validity of any other restriction set out in this clause will be construed as separate and individual restrictions.

You and the Company agree that:

- you will, at the Company's request and expense, enter into a separate agreement with any other Group Company that the Company may require, under the terms of which you will agree to be bound by restrictions corresponding to those contained in clauses 12 and 19 (or such as may be appropriate in the circumstances);
- the period during which the restrictions referred to in this clause will apply following the Termination Date will be reduced by the amount of any time which you spend on Garden Leave during which you are not performing any duties or services as may be requested under clause 19.2; and
- the covenants contained in this clause are intended to be severable and if any of them are in any way unenforceable, the enforceability of the other sub-paragraphs will not be affected. If any of the restrictions contained in this clause will be adjudged to be void or ineffective for whatever reason but would be adjudged valid and effective if it or another restriction were deleted in whole or in part, then such restriction will apply with such deletions as may be necessary to make it valid and effective.

20. THIRD PARTY RIGHTS

20.1 No person other than the parties to the Agreement and any Group Company shall have any rights under it and it will not be enforceable by any person other than those parties.

20.2 The Company may enforce any term of the Agreement as agent and trustee for any other Group Company. All losses and other liability incurred or suffered by any other Group Company under or as a consequence of the Agreement shall be deemed to be the losses and liability of the Company for the purpose of this clause.

21. GENERAL

21.1 The Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation will be governed by, and will be construed in accordance with the relevant local laws. Each party irrevocably agrees to submit to the exclusive jurisdiction of the local Indian court having jurisdiction in the State where the employee was last posted or deployed over any claims or matters arising under or in connection with the Agreement.

21.2 Where the Company retains a discretion under the Agreement such discretion cannot be limited or restricted in any way, other than by prior written agreement between you and an authorised member of the Company's HR team.

21.3 The Agreement constitutes the entire agreement between you and the Company and supersedes any previous agreement between you and the Company or any Group Company relating to such matters.

21.4 You and the Company acknowledge and agree that in entering into the Agreement, the Company and you do not rely on, and will have no remedy in respect of, any statement, representation, warranty or understanding other than as expressly set out in the Agreement. The only remedy available to either party in respect of any such statement, representation, warranty or understanding will be for breach of contract under the terms of the Agreement. Nothing in this clause 21 will exclude any liability for fraud.



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22. CONDUCT AND COMPLAINTS

22.1 If you want to raise a complaint, please refer to the non-contractual local policy which can be found on the intranet, and which explains how and to whom your complaint should be raised.

22.2 The non-contractual disciplinary or conduct policy in force at the relevant time is available on the intranet. This procedure sets out the details of who an appeal should be made to, if you wish to appeal a disciplinary or conduct decision.

23. POLICIES, PROCEDURES AND PRACTICES

23.1 During your employment with the Company (and where applicable after your employment has terminated), you must familiarise yourself with and comply with all our applicable policies, procedures and guidelines in force, both on joining and throughout your employment. These can be found on the Company's intranet.

23.2 Unless otherwise stated, these policies, guidelines and procedures do not form part of your Agreement.

24. NOTICES

24.1 A notice under this Agreement shall be delivered by hand or sent to the party at the address given in this agreement or as otherwise notified in writing to the other party, and notices may be sent to the relevant party by email.

24.2 Any such notice shall be deemed to have been received:

- if delivered by hand, at the time the notice is left at the address or given to the addressee;
- in the case of pre-paid first class post or other next working day delivery service, at 9.00 a.m. on the second business day after posting or at the time recorded by the delivery service;
- in the case of email, at the time of transmission.

24.3 A notice shall have effect from the earlier of its actual or deemed receipt by the addressee. For the purpose of calculating deemed receipt:

- all references to time are to local time in the place of deemed receipt; and
- if deemed receipt would occur on a Saturday or Sunday or a public holiday when banks are not open for business, deemed receipt is at 9.00 a.m. on the next business day.

24.4 This clause does not apply to the service of any proceedings or other documents in any legal action.

25. ACCEPTANCE

This Agreement (comprising your Summary of Key Terms, Detailed Terms and Conditions and applicable Schedules), set out the entire Agreement between you and the Company.

Please sign and return a copy of this Agreement to Talent Acquisition, via Workday following the DocuSign e-sign steps, no later than 5 working days from receiving offer to accept the Agreement.

In accepting and signing the Agreement, you confirm that all the information you have provided to the Company in connection with this offer is true and not misleading, and you agree to notify the Company promptly of any change in that information.



Refinitiv India Shared Services Private Limited

Sincerely,

A handwritten signature in black ink that reads "Laura Thurston".

Laura Thurston
Group Head of Global Talent Acquisition & WFP
On behalf of the company

I S Ganesh accept the terms of the Agreement with Refinitiv India Shared Services Private Limited and confirm receipt of the enclosed documents.

Signed: 
S Ganesh

Signed by:

3F9FF4010738401...

Date: 17 September 2024



Refinitiv India Shared Services Private Limited

17 September 2024
Harsha Vardhan K M
3 Stage 4 Block, Satyanarayana Layout, Mahatma Gandhi
Nagar, Basaveshwar Nagar, Bengaluru, Karnataka 560079

Dear Harsha Vardhan K M

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed is a Summary of Key Terms, any applicable Schedule/s and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment agreement (“Agreement”) with Refinitiv India Shared Services Private Limited, a part of LSEG, London Stock Exchange Group.

This offer is conditional upon you satisfying the relevant recruitment and screening conditions and procedures, and where applicable, the appropriate regulatory approvals.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India.

You will also need to sign a copy of your Agreement (enclosed), confirming that you have read, understood and accept the terms set out in your Agreement.

We look forward to welcoming you to the Company. Yours

sincerely,

A handwritten signature in black ink, appearing to read "Laura Thurston", written over a light blue rectangular background.

Laura Thurston
Group Head of Global Talent Acquisition & WFP



Refinitiv India Shared Services Private Limited

Encl

- Summary of Key Terms Detailed
- Terms & Conditions Benefits
- Summary
- Data Privacy Policy

Summary of Key Terms

THIS AGREEMENT is made on 17 September 2024

BETWEEN

(1) Refinitiv India Shared Services Private Limited, a company which has its registered office at One World Centre, 12th floor, Tower 1, 841 Senapati Bapat Marg, Mumbai 400 013, Maharashtra, India (the “Company”); and

(2) Harsha Vardhan K M, #472 6th main 8th cross BTM 2nd stage, Mico Layout , Bangalore , 560076 (the “Employee”)

Name Harsha Vardhan K M

Employing Company Refinitiv India Shared Services Private Limited

You consent to the transfer of your employment under this agreement to a Group Company at any time during your employment.

“Group Company” means the Company and all companies which are for the time being either a Holding Company of the Company or a Subsidiary of either the Company or any such Holding Company, including any of their predecessors, successors or assigns or any company which is designated a Group Company at any time by the directors of the board of the London Stock Exchange Group(LSEG) or the Company and any firm, company, corporate or other entity or organisation:

- (a) that is directly or indirectly controlled by the Company, or
- (b) that directly or indirectly controls the Company; or
- (c) that is directly or indirectly controlled by a third party who also directly or indirectly controls the Company; or
- (d) in which the Company or any Holding Company or Subsidiary is directly or indirectly beneficially interested in 10% (ten per cent) or more of that company's issued ordinary share capital.



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"Subsidiary and Holding Company" in relation to a company mean "subsidiary" and "holding company" as defined in section 1159 of the Companies Act 2006.

Position and Function

Your role will be Associate Content Analyst , Division: Operations.

Place of Work

Divyasree Technopolis, 36/2 & 124, Yamalur Village, Varthur Hobli, Off HAL Airport Road, Bengaluru, India, 560037. You may be required to work in other locations as reasonably expected by the business and in accordance with the duties of your role.

Start Date

Your employment will commence on 14 October 2024(the "Start Date").

Your employment is subject to the Employment Requirements (set out in the Detailed Terms & Conditions) being met to the Company's satisfaction, as required.

Please inform the Company of any change in circumstances which may prevent you from starting work on the Start Date. Should your employment not commence on this date then the offer of employment and terms and conditions set out in the Agreement shall automatically lapse, be deemed void and have no purpose or effect.

Probation Period

Your employment is subject to a Probationary Period of 6 months or any additional period which the Company requires. You will be advised in writing upon satisfactory completion of the Probation Period. If you receive no such communication, the Probation Period will be deemed to have been extended until the Company advises you in writing of confirmation in your appointment or notifying you otherwise.

During the Probationary Period either you or the Company can terminate your employment by giving the other party 30 days written notice.

Hours of Work

You will work a minimum of 40, plus any additional hours which the Company requires for the proper performance of your role. You may be entitled to overtime payments, please refer to the Special Shift Policy for more details.

Salary

Your Gross Base Salary will be INR ₹350,000.00 per annum and is inclusive of your Base salary of INR ₹228,000.00 per year, Employer's contribution towards Provident Fund of INR ₹27,360.00 per year, Flexi Benefit Plan of INR



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₹94,640.00 per year respectively (less tax and statutory deductions) (the "Salary").

Salary is payable as per the normal payroll practices of the Company and in any case no later than the 10th of the following calendar month. Please see the Flexi Component Breakup schedule for more information.

Quarterly Incentive Plan

You will be eligible to participate in the Quarterly Incentive Plan subject to its terms and conditions. The terms and conditions of the plan and the payments made thereunder may be varied from time to time by the Company in its absolute discretion as per the matrix which will be shared by your line manager on a quarterly basis.

Annual Leave

You will be entitled to annual leave and holidays in accordance with the Company's Time-off policy, as may be amended from time to time.

Retirement Age

Your normal retirement age with the Company will be set out in the Company's Retirement Policy in force at the relevant time.

Benefits

You are eligible to participate in the Company benefit plans which are set out in the enclosed benefits summary and does not form part of this Agreement.

Notice Period

Either you or the Company may terminate your employment by giving the other party at least 60 days written notice or such lesser period of notice which applies during your Probationary Period.

Confidentiality

It is important that you recognize that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company and its Group Companies and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information, trade secrets and any stricter policy which applies to your role.

Data Privacy

You will comply with all Company policies and procedures relating to data protection.



Refinitiv India Shared Services Private Limited

You consent to and acknowledge and understand that the Company will collect and process your personal information (including sensitive personal information) in accordance with any applicable privacy notice provided to you by the Company, as may be updated by Company from time to time.

You acknowledge and understand that the Company may make such information available to any Group Company, those who provide products or services to the Company or to any Group Company (such as advisers and payroll and expenses administrators), regulatory authorities, potential or future employers, governmental or quasi-governmental organisations and potential purchasers of the Company or any Group Company or the business in which you work.

Post-Termination Restrictions

To protect the interests of the Company and/or each Group Company, you must not for a period of 3 months following the termination of your employment (the "Restricted Period") be involved in or carry out certain non- solicitation or poaching activities as set out in further detail in your Detailed Terms & Conditions at paragraph 19.

Training

You must complete mandatory training, which will be organised by the Company, and be dependent on your role and may include the following: (this list is not exhaustive)

- Code of Conduct/Code of Business Conduct & Ethics; •
Anti Bribery & Corruption;
- Financial Crime (including Anti-Money Laundering and Terrorist Financing); •
Personal Account Dealing;
- Conflict of interest;
- Information Security; and
- Prevention of Sexual Harassment at Workplace.

Subject to meeting any eligibility requirements, you may also have the opportunity to undertake additional optional training. Full details are available from the Company intranet.



Refinitiv India Shared Services Private Limited

DETAILED TERMS AND CONDITIONS

1. INTRODUCTION TO THIS SECTION

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as your "Agreement". By signing the Agreement, you confirm that you have read, understood and agree to the terms set out in the Agreement.

2. PRE-EMPLOYMENT AND ONGOING CONDITIONS

2.1 Your employment is conditional upon the completion of certain requirements and on-going conditions to the Company's satisfaction (the "Employment Requirements"). These include the following (but we may add to these and/or waive any of them):

- that you are contractually free to carry out your employment and will not be in breach of any contract or of any other binding obligation by entering into the Agreement or carrying out your role;
- your confirmation that you are not, and have never been, the subject of an investigation by any company or other body or authority into suspected bribery or corruption activity or into suspected criminal activity involving dishonesty (including theft or fraud) or anti-competitive behaviour;
- receipt of satisfactory references by us;
- providing us with original documents, proving your eligibility to live and work in the country in which you are employed;
- where specific background checks are necessary, or applicable to your role, your cooperation in such checks being carried out and the completion of those checks to our satisfaction. By signing the Agreement, you consent to such checks being carried out;
- where applicable to your role, and in compliance with local law, the completion of credit checks to our satisfaction;
- where Securities and Exchange Board of India ("SEBI") or any other regulatory approval for your employment is required and sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company following consultation with the relevant regulatory body; and (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications;
- your holding and continuing to hold all applicable qualifications, approvals, licences and registrations as required by the Company, and producing evidence of these before starting employment;
- the Company receiving a electronically signed copy of the Agreement from you; and
- if requested, and consistent with local law, your completing a satisfactory medical questionnaire.



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2.2 If any of the Employment Requirements are not satisfied before your employment commences, the Company may withdraw its offer and terminate the Agreement without notice. While the completion of the Employment Requirements will normally be carried out before your employment starts, this may not always be possible and the Company may terminate your employment at any time after your start date with the minimum notice period as required under local law if any of the Employment Requirements are unfulfilled, or are not completed to the Company's satisfaction or within a reasonable time period.

2.3 You confirm that the information you have provided in connection with the completion of the Employment Requirements (including at the interview stage) and otherwise in connection with the Agreement is true and accurate both at the time it is given and at the start of your employment.

3. PLACE OF WORK

3.1 Your place of work is set out in the Summary of Key Terms.

3.2 The Company may change your normal place of work to any reasonable location as may be required for the proper performance of your role. This may include requiring you to work from home for a temporary or extended period.

3.3 You may be required to travel and work within country and overseas as part of your role and you agree that you are prepared to undertake business travel to any global location, as the Company may at any time require.

3.4 You shall not be required to work outside India for any continuous period of more than one month, without your consent.

4. DUTIES

4.1 Your role is set out in the Summary of Key Terms. The Company may at any time reasonably vary your duties and/or reporting line.

4.2 The Company may (acting reasonably) at any time require you to:

- perform additional or replacement tasks;
- perform tasks for, or be seconded to, any other Group Company;
- agree to a transfer of your employment under the Agreement to any Group Company.

4.3 The Company has policies, guidelines and procedures on the performance and conduct that it expects from its employees, including the Code of Business Conduct and Ethics ("Policies"). Unless stated otherwise, these do not form part of the Agreement. These are available on the Company's intranet or from Human Resources (HR). It is important that you read and comply with our Policies. Any failure to comply could result in disciplinary action being taken. The Company reserves the right to amend, replace or withdraw any of the Policies at any time.

4.4 To the extent applicable to your role, as a strict condition of your employment, you will obtain and maintain such qualifications, certification, licences or regulatory approval, as reasonably required by the Company throughout your employment.

4.5 During your employment with the Company you agree that you will:



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- devote all your working time to your role, and you will carry out your role to the best of your ability and with integrity, due skill and care, and upholding the values of the Company;
- use your best efforts to promote and protect the interests of the Company and not do anything to harm those interests;
- comply with all reasonable requests given by the Company and promptly provide any explanations and information on your involvement with the business as the Company may reasonably require; and
- report to your manager or the HR team any information that may harm the interests of the Company or any actual or proposed unlawful activity or behaviour affecting the Company or any Group Company (as defined in the Summary of Key Terms), whether by you or any other employee, officer, contractor of the Company or any other person, immediately on becoming aware of it.

4.6 In the event that you are unable to perform your duties or that your absence from work for any period of time causes operational difficulties, the Company may appoint another person or persons to perform your role until such time as you are able to resume fully the performance of your duties.

5. Working Time

5.1 The Company can vary your working hours at its discretion, including your start and finish times. Any changes to hours will be discussed with you before they are confirmed. As well as your normal working hours, you may be required to work such additional hours as are necessary for the proper performance of your role. You may receive additional pay or time off for additional hours worked as set out in Company's Special Shift Policy in force at the relevant time.

6. Salary and allowances

6.1 The Company will pay you the Salary as specified in the Summary of Key Terms or at such other rate as may subsequently be agreed between you and the Company.

6.2 Your salary will be reviewed annually, and the Company is under no obligation to increase your salary at the time of the review.

6.3 The Company may at any time deduct from any sums or payments (including the Salary) owed to you, subject to payment limits, any sums which you owe the Company or any Group Company at any time, including but not limited to loans, advances or overpayment of Salary in accordance with applicable law.

6.4 The Company will reimburse you for all reasonable and authorised out-of-pocket expenses incurred necessarily by you in the performance of your role in accordance with the Company's applicable expenses policy in force at the relevant time.

7. DISCRETIONARY BONUS

7.1 If applicable and specified in the Summary of Key Terms, you may, at the Company's discretion, be eligible to participate in a discretionary bonus plan or a sales incentive plan.



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7.2 Participation in any discretionary bonus plan or sales incentive plan will be subject to the rules of the applicable plan in force at the relevant time. These rules may include, but are not limited to, company and/or individual performance against a series of objectives and targets. You have no contractual right to receive a bonus or sales incentive payment.

7.3 To be eligible to receive a payment under a bonus or sales incentive plan, you must satisfy the rules of the relevant plan. In addition, the Company reserves the right at any time, to vary, terminate or withdraw (with or without replacement) any bonus plan in place from time to time. Bonus and sales incentive awards do not count towards the salary used to calculate any retirement plan contributions. Please see the bonus or sales incentive plan rules for more detail.

7.4 Any incentives or compensation payable to you by the Company (or any Group Company) can be limited or modified if the Company (or any relevant Group Company) decides this is necessary to remain consistent with any applicable remuneration policy, or to comply with laws and regulations, including any regulations or guidance published by the SEBI (or any other regulatory authority under the applicable laws), which are in force at the relevant time. This includes the operation of malus and clawback provisions as set out in the relevant bonus or sales incentive plan rules and/or as necessary to comply with the Company's regulatory requirements.

7.5 You have no contractual right to receive a payment in respect of a bonus or incentive and the making of any payment in any year does not give rise to any obligation on the Company to make a payment in any future year. Any and all such bonus or incentives will not be considered as "wages" for the purposes of any statutory payments that you may be entitled to receive from the Company, including without limitation, "wages" under the Payment of Wages, Act, 1936, Maternity Benefit Act, 1961, Payment of Bonus Act, 1965 or any other subsequent laws that would replace the existing applicable employment laws, any severance payments as payable under local law or discretionary Company policies, social security contributions, etc.

7.6 If on termination of your employment you lose any rights or benefits under any bonus or incentive plan, or other benefit plan operated by the Company or any Group Company you will not be entitled to any compensation for the loss of any rights under any such plans.

8. RETIREMENT PLAN AND OTHER BENEFITS

8.1 The Company has identified a core set of benefits that it provides to employees, subject to local country norms and practices. These core benefits cover retirement, healthcare, life assurance, long-term disability and shift allowance. Details of these plans, if/as they apply in your country of employment, are provided in the Schedule.

8.2 We reserve the right to amend or withdraw any retirement or benefits plan or allowances and/or put in place an alternative benefit at any time. Any changes will be confirmed to you in writing.

9. ANNUAL LEAVE AND OTHER PAID LEAVE

9.1 Your annual leave entitlement is set out in the Company's Time Off Policy and will be pro-rated for part years worked and for part time work. Your annual leave will be paid at the rate of gross Salary (excluding employer's



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contributions to any social security) or in line with our legal obligations if higher), and the policy relating to annual leave in force at the relevant time.

9.2 You may be entitled to public holidays in your jurisdiction, these will be paid at the rate of gross Salary (or in line with our legal obligations if higher) and the policy in force at the relevant time. The Company may require you to work on certain local public holidays to meet operational business needs, subject to the terms of any applicable policy in force at the relevant time.

9.3 You will be paid pro rata for any accrued but untaken annual leave entitlement. If you have taken more annual leave than your accrued entitlement when you leave, you will repay to the Company an amount equivalent to any annual leave taken in excess of your accrued entitlement, and the Company can deduct the appropriate amount from your final salary payment or any other sum which it owes you at the date of termination of your employment (the "Termination Date"). The amount of the payment in lieu (or deduction) will be calculated based on the applicable policy in force at the relevant time.

9.4 Subject to any eligibility criteria, you may also be entitled to other periods of paid leave including maternity leave, adoption leave, paternity leave, bereavement leave in accordance with the Company's policies and procedures details of which can be found on the Company intranet. These policies relating to other paid leave do not form part of your Agreement and may be amended by the Company in its absolute discretion at any time.

10. INSURANCES

10.1 Membership of and benefits under any insurance scheme are subject to acceptance by the relevant insurer (where appropriate), the rules of the scheme and the terms of any applicable insurance policy are conditional on you complying with and satisfying any applicable requirements of the scheme (and where relevant, the insurer). Copies of these rules and policies and particulars of the requirements (when notified to the Company) will be provided to you on request. The Company will not have any liability to pay any benefit to you under any insurance scheme unless it receives payment of the benefit from the insurer.

10.2 The Company reserves the right to terminate its participation in any of the schemes referred to above, or to substitute other schemes, or alter the benefits available to you under any schemes without compensation. If a scheme provider (for example, an insurance company) refuses for any reason (whether under its own interpretation of the terms of the relevant insurance policy or otherwise) to provide the relevant cover or benefit(s) to you under the applicable scheme or refuses to provide cover at the normal premiums due to the state of your health, the Company will not be liable to provide equivalent benefits or to compensate you for the loss of such benefits.

11. INTELLECTUAL PROPERTY

The provisions of this clause will apply except to the extent prohibited by or ineffective in law.

11.1 For the purposes of this clause:

"Company Intellectual Property" means Intellectual Property Rights created by you (whether jointly or alone) in the course of the employment with the Company, whether or not during working hours or using Company premises or resources and whether or not recorded in material form;



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“**Intellectual Property Rights**” means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registrations, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world.

“**Invention**” means any invention, idea, discovery, development, improvement or innovation made, whether recorded in any medium or not, which you may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice; and

“**Works**” means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

11.2 You may create Inventions (alone or jointly) in the course of your employment and you have a special obligation to further the interests of the Company in relation to such Inventions. You will, promptly following their creation, disclose to the Company all such Inventions and Works embodying Company Intellectual Property.

11.3 All Company Intellectual Property and materials embodying it will automatically belong to the Company as from creation for the full term of those rights; and you hereby assign (on a perpetual, worldwide and royalty-free basis), by way of present and future assignment, any and all right, title and interest therein to the Company. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

11.4 To the extent that any Company Intellectual Property does not vest in the Company automatically pursuant to clause 11.5, you hold such property on trust for the Company and hereby grant to the Company an exclusive, royalty- free licence to use such property at its discretion until such Company Intellectual Property fully vests in the Company.

11.5 To the extent that any Inventions created by you (whether alone or jointly) at any time during the course of your employment are prohibited by or prevented in law from automatically vesting with the Company pursuant to clause 11.2, you will, immediately upon creation of such rights, grant the Company, in writing, a right of first refusal to acquire them on arm's length terms to be agreed between the parties. If the parties cannot agree on such terms within 30 days of the Company receiving the offer, the Company will refer the dispute to an appropriate independent arbitrator. The arbitrator's decision will be final and binding on the parties and the costs of arbitration will be borne equally by the parties.

11.6 You agree:

- to promptly disclose and deliver up to the Company all and any Works conceived, or made by you during your employment (whether or not during working hours or using Company premises or resources and whether or not recorded in material form);



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- to execute all such documents, both during and after your employment, as the Company may require, to vest in the Company all right, title and interest pursuant to the Agreement at the reasonable expense of the Company; to provide all such
- information and assistance and do all such further things as the Company may require to enable it to protect, maintain and exploit the Company Intellectual Property to best advantage, at the reasonable expense of the Company, including (without limitation), at the Company's request, applying for the protection of Inventions throughout the world;
- to assist the Company in applying for the registration of any registrable Company Intellectual Property, to enable it to enforce the Company Intellectual Property against third parties and to defend claims for infringement of third-party Intellectual Property Rights at the reasonable expense of the Company;
- not to apply for the registration of any Company Intellectual Property in your country of employment or any other part of the world without the prior written consent of the Company;
- to keep confidential all Company Intellectual Property unless the Company has consented in writing to its disclosure by you; and
- to adhere to any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time).

11.7 As against the Company, its successors and assigns and any licensee of any of the foregoing, you waive all your present and future moral rights and all similar rights in other jurisdictions relating to the Company Intellectual Property.

11.8 You acknowledge that, except as provided by law, no further remuneration or compensation, other than that provided for in the Agreement, is or may become due to you in respect of your compliance with this clause.

11.9 You agree to sign, execute, or deliver any deed, document or other instrument for the purpose of giving full effect to this clause.

11.10 Rights and obligations under the Agreement will continue in force after termination of the Agreement in respect of any Company Intellectual Property.

11.11 You confirm that you will not use or disclose to the Company, or induce the Company to use any invention or work of a prior employer or any other party and you will also disclose to the Company any of your prior works and inventions (collectively, "Prior Inventions") in order to avoid future disputes in relation to ownership. If, in the course of your relationship with the Company, you induce or suggest the incorporation of and/or incorporate into a Company product, process or machine a Prior Invention owned by you or in which you have an interest, the Company is hereby granted and shall have a non-exclusive, royalty-free, irrevocable, perpetual, worldwide license (with the right to sublicense) to make, have made, copy, modify, make derivative works of, use, sell and otherwise distribute such Prior Invention as part of or in connection with such product, process or machine and you agree not to license such Prior Invention or Work to a competitor of the Company.

12. CONFIDENTIALITY

12.1 "**Confidential Information**" means any information relating to the business, affairs, finance, clients, customers or trade connections of the Company or any other Group Company or any of their agents, members' firms, customers or



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counterparties, or any prospective customers or counterparties or suppliers received or acquired by you in the course of your employment, including but not limited to:

- the business methods, processes, technical information and know-how relating to the business of the Company or any other Group Company (including prices charged, discounts given to customers or obtained from suppliers, product development, corporate strategy, marketing and advertising programmes, costings, budgets, turnover, sales targets or other financial information, inventions, designs, programmes, techniques, source code, database systems, formulae and ideas);
- business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
- information on employees and the terms and conditions of their employment, details of employee benefits, incentive plans, salary scales and/or current or anticipated disputes;
- information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Group or any current or former director, officer or employee of the Group in such capacity and any information in respect of provisions for any such action;
- details and terms of the Company's or any other Group Company's agreements with current or prospective suppliers, clients, agents, investors, members and customers;
- commercially sensitive information or trade secrets;
- unpublished price sensitive information relating to shares or securities listed or dealt in on any Recognised Investment Exchange or Recognised Stock Exchange. Recognised Investment Exchange has the meaning given to it by section 285 of the Financial Services and Markets Act 2000 or means any business which is recognised by an overseas equivalent of the FCA as being substantially similar and/or equivalent. A Recognised Stock Exchange means a stock exchange which is recognised by the Indian Central Government or SEBI under Section 4 of the Securities Contracts (Regulation) Act, 1956;
- confidential details as to the design of the Company's or any other Group Company's and/or their suppliers' products and inventions or developments relating to future products;
- details of any promotions or future promotions or marketing or publicity exercises planned by the Company or any other Group Company;
- details of any budgets, management accounts, trading statements, sales reports, financial reports or business plans of the Company or any other Group Company; and
- any information which may affect the value of the Business or the shares of the Company or any other Group Company;

whether or not, in the case of documents or other written materials or any materials in electronic format, they are or were marked as confidential and whether or not in the case of other information, such information is identified or treated by the Company or any other Group Company as being confidential.

12.2 During your employment and at any time afterwards, you must not (other than in the proper performance of your role) directly or indirectly use, communicate or disclose, or authorise to be used, communicated or disclosed, to any



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person any trade secrets or Confidential Information. You must use your best efforts to prevent the unauthorised publication or disclosure of any such trade secret or Confidential Information. You are also required to comply with any applicable policy in force at the relevant time relating to Confidential Information during your employment and after its termination.

12.3 You can use Confidential Information which you are authorised to use by the Company or any Group Company and/or which is required by law and/or which has already entered the public domain (except as a result of any unauthorised disclosure by you or any other employee of the Company or any other Group Company) and/or which you are entitled to disclose under applicable whistle-blowing laws provided that the disclosure is made in an appropriate way to an appropriate person and/or where it is appropriate to disclose to a relevant regulatory body.

12.4 You will not make copies of any document, memoranda, correspondence (including emails), computer disk, CD- ROM, memory stick, video tape or any similar matter (including in any electronic format) or remove any such items from the premises of the Company or of any Group Company other than in the proper performance of your duties except with the prior written authority of the Company.

12.5 You will comply with the terms of any applicable policy in force at the relevant time concerning social media or engaging with the media. You will not (unless you are permitted and authorised to do so as part of your role) make or authorise any public statement (whether written or oral) to the media or on a networking site or otherwise relating to the affairs of the Company or any Group Company. Also, you will not write any article for publication on any matter concerned with the business or other affairs of the Company or any Group Company without the prior written consent of the Company. After the termination of your employment, you will not make any adverse, untrue or misleading statement (in any medium) about the Company, any Group Company, or its/their directors or employees.

12.6 You will comply with any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time).

13. DATA PROTECTION

13.1 You will comply with the Company's data protection policies and any other applicable policies, guidelines, requirements and procedures concerning data protection in force at the relevant time when handling personal data in the course of your employment, including personal data relating to any employee, officer, customer, client, contacts, advisor, supplier or agent of the Company or any Group Company.

13.2 The Company will collect and process your personal information (including sensitive personal information) in accordance with any applicable privacy notice policy or guidelines provided to you by the Company (including any HR privacy notice which is available on the intranet), as may be updated by the Company from time to time.

13.3 You consent to, acknowledge and understand that the Company may make such information available to any Group Company, those who provide products or services to the Company or to any Group Company (such as advisers, payroll, travel and expenses administrators), legal and regulatory authorities, potential or future employers, governmental or quasi-governmental organisations and potential purchasers of the Company or any Group Company or the business in which you work.



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14. OUTSIDE INTERESTS

14.1 During your employment you will not (without the Company's prior written consent) be directly or indirectly engaged, or hold interests in, any other business activity, trade or occupation which may conflict or compete with the proper performance of your obligations and duties to the Company or any Group Company, or could otherwise be harmful to, or contrary to, the interests or reputation of the Company or any Group Company. If in doubt you should speak to your line manager, HR or Legal.

15. REGULATORY COMPLIANCE

15.1 You will comply with all legal, regulatory and governance obligations, including applicable provisions of the regulatory and compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the policies, guidance and procedures which apply to you, you should speak to your line manager and/or Group Compliance.

15.2 If your role is a mandatory, registered or required regulatory role, including, but not limited to: the performance of a Senior Management Function under the Senior Management and Certification Regime ("SMCR"), the performance of a Senior Executive Function under the Senior Executive Accountability Regime ("SEAR"), a FINRA registered representative or national variations thereof, you must comply with the expected and required principles, accepted practices, codes, obligations and rules for holders of these positions. Failure to adhere to/or to comply with these may result in investigation by a regulatory body or agency and the Company, and/or the Company taking disciplinary action against you which may result in the termination of your employment.

15.3 You will be bound by and comply with:

- the Dealing in the Company Shares Policy;
- the Dealing in non-Company Shares Policy and the Conflict of Interest Policy or such other applicable policy in force at the relevant time, including, but not limited to, further requirements around additional dealing rules, restrictions or approvals specific to your area of business that the Company or any Group Company require or deem necessary;
- the provisions of the Criminal Justice Act 1993, the Financial Services and Markets Act 2000 and the European Union Market Abuse Regulation 596/2014 ("MAR") relating to insider dealing and the use of inside information relating to the Company or to any Group Company; and
- any other applicable law, requirement, recommendation or regulation applying to dealings in financial instruments of the Company or of any Group Company (including without limitation, the Securities Contracts (Regulation) Act, 1956 and the SEBI (Prohibition of Insider Trading) Regulations, 2015). You also agree to ensure that none of your connected persons (including your spouse or civil partner and any children or step- children under the age of 18) will deal in any way in any financial instruments of the Company or any Group Company except in accordance with the Dealing in the Company Shares Policy or such other applicable policy in force at the relevant time.

15.4 You consent to the Company monitoring your use of all Group resources and communication and electronic equipment and information stored on Group computer equipment. Further details are set out in the applicable policy



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in force at the relevant time.

16. EXPENSES

16.1 There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location. Any expenses must be reasonable, pre-approved, in line with the Company's Global Travel and Expenses Policy and claimed promptly before reimbursement is made.

17. TERMINATION PROVISIONS

17.1 Subject to paragraph 2 of the Detailed Terms and Conditions, the Company and you may wish to terminate your employment in accordance with the Notice paragraph set out in your Summary of Key Terms. Your resignation would have to be accepted by the Company to become effective. Once accepted, the resignation cannot be withdrawn by you without the express consent of the Company.

17.2 The Company may at its sole discretion terminate your employment with immediate effect by notifying you in writing that the Company is exercising its right under this clause 17.2. The payment in lieu of notice in respect of any unexpired period of notice will be as per applicable law. You will have no right to receive a payment in lieu of notice unless the Company has exercised its discretion under this clause 17.2. Any payment in lieu of notice will not include the value of any element in respect of any bonus or other incentive payment or award that might otherwise have been due had you worked for the Company during the notice period for which the payment in lieu is made. Further, in case you terminate your employment (i.e., resign from your services), the Company may at its sole discretion waive all or part of the notice or allow you to pay in lieu of the notice.

17.3 The Company can terminate your employment with immediate effect and with no liability to make any further payment or compensation to you (other than for amounts accrued and due at the date of termination) if:

a. the Company reasonably believes you:

- have committed any serious or repeated breach of any of your obligations under this Agreement, including but not limited to a failure to comply with any lawful order or instruction given to you by the Company or any other Group Company, or any applicable policies, guidelines or procedures in place from at the relevant time; or
- are guilty of serious misconduct or wilful or habitual neglect in the performance of your duties or of any form of harassment, including sexual harassment while employed with the Company; or
- are guilty of conduct (including but not limited to bribery, fraud, dishonesty, theft or misappropriation or damage to Company's business or property, corruption or such other conduct) which, brings or is likely to bring you, the Company or any other Group Company into disrepute; or
- are habitually late or absent from work; or •
- are habitually involved in money lending; or
- are absent without intimation for more than 8 days; or
- are in influence of illicit substances or alcohol and/or indulge in riotuous or disorderly behaviour during the work hours at the establishment; or have incited an illegal strike; or



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- threaten, abuse or assault any employee, consultant, trainee, customer, supplier, agent or partner of the Company; or preach or incite violence at the Company's premises; or
 - disclose confidential information of the Company without its written consent; or indulge in
 - wilful slow down of work; or
 - abet or attempt to abet any of the above acts.
- b. you are charged, arrested or convicted by a court of law with a criminal offence under applicable law (excluding a road traffic offence not subject to a custodial sentence); or
- c. you fail to obtain any necessary approval(s), licences or qualifications or have any necessary approval(s), licences or qualifications suspended or withdrawn by any relevant regulatory body, including but not limited to the FCA, which are reasonably required by the Company for you to carry out your duties, or the Company reasonably believes that your acts or omissions will lead to such approval being suspended, denied or withdrawn; or
- d. you are guilty of a breach of any requirements, recommendations, rules, codes of practice or regulations as amended from time to time by jurisdictional regulatory authorities relevant to the Company or any Group Company; or
- e. you commit a material breach of any policies, guidelines or procedures or code of practice, including the Company Code of Conduct, issued by the Company or any Group Company (as amended and in force at the relevant time); or
- f. you are disqualified from acting as a director of a company by order of a competent court; or
- g. you are declared bankrupt or have made any arrangement with or for the benefit of your creditors or have an administration order made against you; or
- h. you are considered no longer medically fit to perform your duties by a medical practitioner of the Company's choice or your absence from work due to medical reasons exceeds 2 months in any calendar year.

17.4 Clause 17.3 will not restrict any other right the Company may have to terminate your employment without notice. Any delay by the Company in exercising its rights under clause 17.3 will not constitute a waiver of those rights.

17.5 The Company can at any time and for any reason make a written request to you to do any of the following:

- immediately deliver to the Company all equipment, books, documents, papers, computer records, computer data, credit cards, and any other property relating to the business of, or belonging to the Company or any other Group Company which is in your possession or under your control; and disclose details of any access codes, PINs or passwords used by you in the course of performing your duties for the Company or any Group Company. You must not retain copies or reproductions of any documents, papers or computer records relating to the business of, or belonging to the Company or any other Group Company;
- inform HR of any information relating to the business of the Company or any Group Company stored on any computer or storage device in your possession or control held outside of any of the Group's premises, and at the request of the Company you must irretrievably delete any such information and all information derived from it;
- immediately pay to the Company or any other Group Company all outstanding loans or other amounts due or owed to the Company or any other Group Company. You confirm that if you fail to do so, the Company is



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authorised to deduct from any amounts due or owed to you by the Company or any other Group Company a sum equal to such amounts;

- resign from all (if any) offices or directorships held by you in the Company or any Group Company and all (if any) trusteeships held by you of any retirement plan or any trust established or subscribed to by the Company and any Group Company. You agree to sign and execute all documents and do everything necessary to give effect to such resignation.

17.6 You will not at any time after your employment terminates represent yourself as being in any way connected with the Company or any Group Company. The termination of your employment will not affect any terms of the Agreement which operate after the Termination Date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.

18. SUSPENSION AND GARDEN LEAVE

18.1 The Company has the right to suspend all or any of your duties for such period and on such terms as it considers appropriate. The Company can exercise this right at any time (including during a period of notice terminating your employment) and, whether or not it is in connection with a disciplinary investigation.

18.2 Where notice of termination has been served by either you or the Company or if you attempt to terminate your employment in breach of contract, the Company can require you to go on "Garden Leave". This means you will not be required to perform any duties or services, or only to provide specified services or duties, for the whole or any part of your relevant notice period. During any period of Garden Leave you will remain an employee of the Company and will continue to be bound by duties of good faith and fidelity to the Company as well as by the terms of the Agreement, which will remain in full force and effect except as varied by this clause. You will continue to receive your Salary and all contractual benefits in the usual way during any Garden Leave period. The Company can also require you during any Garden Leave period:

- not to attend any of the premises of the Company or any other Group Company or to perform your services at such place or places as the Company may decide at its discretion; and/or
- not to contact or deal with any customers, prospective customers, agents, suppliers, consultants, employees, member firms or other business contacts of the Company or any other Group Company without the Company's prior written consent; and/or
- to keep the Company informed of your whereabouts (except during any periods taken as annual leave) so that you can be called upon to perform any duties as required by the Company including assisting in any handover of your role to another individual; and/or
- not to commence any other employment or engagement (whether directly or indirectly); and/or
- to take any accrued annual leave including annual leave which will accrue during the period of Garden Leave.

19. POST TERMINATION RESTRICTIONS

19.1 You will comply with the restrictions in this clause, which are by their very nature detailed, for the purpose of protecting the legitimate business interests of the Company and each Group Company and, in particular, their



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Confidential Information, trade connections, goodwill and stable trained workforce.

19.2 You agree with the Company that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, company or other entity:

- For the Restricted Period (as set out in your Summary of Key Terms), approach, solicit or endeavour to entice away any person, firm, company or other entity who is or was a customer, client or supplier of the Company or any Group Company and with whom you had material dealings in the course of your employment with the Company, or in respect of whom you were aware of material and confidential information, in either case within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business; and
- For the Restricted Period (as set out in your Summary of Key Terms), deal with any person, firm, company or other entity who is or was a customer, client or supplier of the Company or any Group Company and with whom you had material dealings in the course of your employment with the Company, or in respect of whom you were aware of material and confidential information, in either case within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business;
- For the Restricted Period (as set out in your Summary of Key Terms), approach, solicit or endeavour to entice away any person, firm or company with whom either you or any other employee of the Company or any Group Company for whom you had, at the date of the negotiations, management responsibility, carried out negotiations on behalf of the Company or any Group Company at any time during the period of six months immediately prior to the Termination Date with a view to such person, firm or company becoming a customer of the Company or of any Group Company. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business; and
- For the Restricted Period (as set out in your Summary of Key Terms), deal with any person, firm or company with whom either you or any other employee of the Company or any Group Company for whom you had, at the date of the negotiations, management responsibility, carried out negotiations on behalf of the Company or any Group Company at any time during the period of six months immediately prior to the Termination Date with a view to such person, firm or company becoming a customer of the Company or of any Group Company. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the Restricted Business;
- For the Restricted Period (as set out in your Summary of Key Terms), solicit or entice away or attempt to solicit or entice away or engage, or otherwise facilitate employment or engagement of any director, officer or employee of executive status with whom you had material dealings within the 12-month period prior to the Termination Date. For the purpose of this paragraph, "executive status" means Group Executive, Group Leader, Group Director, Director, Senior Manager or anything else which replaces these grades.

19.3 Each of the restrictions contained in this clause are considered by the parties to be reasonable in all the circumstances as at the date of this Agreement. The restrictions may be modified as necessary to make them valid



Refinitiv India Shared Services Private Limited

and effective on any changing pattern of work. Any such modification will not affect the validity of any other restriction set out in this clause will be construed as separate and individual restrictions.

You and the Company agree that:

- you will, at the Company's request and expense, enter into a separate agreement with any other Group Company that the Company may require, under the terms of which you will agree to be bound by restrictions corresponding to those contained in clauses 12 and 19 (or such as may be appropriate in the circumstances);
- the period during which the restrictions referred to in this clause will apply following the Termination Date will be reduced by the amount of any time which you spend on Garden Leave during which you are not performing any duties or services as may be requested under clause 19.2; and
- the covenants contained in this clause are intended to be severable and if any of them are in any way unenforceable, the enforceability of the other sub-paragraphs will not be affected. If any of the restrictions contained in this clause will be adjudged to be void or ineffective for whatever reason but would be adjudged valid and effective if it or another restriction were deleted in whole or in part, then such restriction will apply with such deletions as may be necessary to make it valid and effective.

20. THIRD PARTY RIGHTS

20.1 No person other than the parties to the Agreement and any Group Company shall have any rights under it and it will not be enforceable by any person other than those parties.

20.2 The Company may enforce any term of the Agreement as agent and trustee for any other Group Company. All losses and other liability incurred or suffered by any other Group Company under or as a consequence of the Agreement shall be deemed to be the losses and liability of the Company for the purpose of this clause.

21. GENERAL

21.1 The Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation will be governed by, and will be construed in accordance with the relevant local laws. Each party irrevocably agrees to submit to the exclusive jurisdiction of the local Indian court having jurisdiction in the State where the employee was last posted or deployed over any claims or matters arising under or in connection with the Agreement.

21.2 Where the Company retains a discretion under the Agreement such discretion cannot be limited or restricted in any way, other than by prior written agreement between you and an authorised member of the Company's HR team.

21.3 The Agreement constitutes the entire agreement between you and the Company and supersedes any previous agreement between you and the Company or any Group Company relating to such matters.

21.4 You and the Company acknowledge and agree that in entering into the Agreement, the Company and you do not rely on, and will have no remedy in respect of, any statement, representation, warranty or understanding other than as expressly set out in the Agreement. The only remedy available to either party in respect of any such statement, representation, warranty or understanding will be for breach of contract under the terms of the Agreement. Nothing in this clause 21 will exclude any liability for fraud.



Refinitiv India Shared Services Private Limited

22. CONDUCT AND COMPLAINTS

22.1 If you want to raise a complaint, please refer to the non-contractual local policy which can be found on the intranet, and which explains how and to whom your complaint should be raised.

22.2 The non-contractual disciplinary or conduct policy in force at the relevant time is available on the intranet. This procedure sets out the details of who an appeal should be made to, if you wish to appeal a disciplinary or conduct decision.

23. POLICIES, PROCEDURES AND PRACTICES

23.1 During your employment with the Company (and where applicable after your employment has terminated), you must familiarise yourself with and comply with all our applicable policies, procedures and guidelines in force, both on joining and throughout your employment. These can be found on the Company's intranet.

23.2 Unless otherwise stated, these policies, guidelines and procedures do not form part of your Agreement.

24. NOTICES

24.1 A notice under this Agreement shall be delivered by hand or sent to the party at the address given in this agreement or as otherwise notified in writing to the other party, and notices may be sent to the relevant party by email.

24.2 Any such notice shall be deemed to have been received:

- if delivered by hand, at the time the notice is left at the address or given to the addressee;
- in the case of pre-paid first class post or other next working day delivery service, at 9.00 a.m. on the second business day after posting or at the time recorded by the delivery service;
- in the case of email, at the time of transmission.

24.3 A notice shall have effect from the earlier of its actual or deemed receipt by the addressee. For the purpose of calculating deemed receipt:

- all references to time are to local time in the place of deemed receipt; and
- if deemed receipt would occur on a Saturday or Sunday or a public holiday when banks are not open for business, deemed receipt is at 9.00 a.m. on the next business day.

24.4 This clause does not apply to the service of any proceedings or other documents in any legal action.

25. ACCEPTANCE

This Agreement (comprising your Summary of Key Terms, Detailed Terms and Conditions and applicable Schedules), set out the entire Agreement between you and the Company.

Please sign and return a copy of this Agreement to Talent Acquisition, via Workday following the DocuSign e-sign steps, no later than 5 working days from receiving offer to accept the Agreement.

In accepting and signing the Agreement, you confirm that all the information you have provided to the Company in connection with this offer is true and not misleading, and you agree to notify the Company promptly of any change in that information.



Refinitiv India Shared Services Private Limited

Sincerely,

A handwritten signature in black ink that reads "Laura Thurston".

Laura Thurston
Group Head of Global Talent Acquisition & WFP
On behalf of the company

I Harsha Vardhan K M accept the terms of the Agreement with Refinitiv India Shared Services Private Limited and confirm receipt of the enclosed documents.

Signed: 
Harsha Vardhan K M

Date: 17 September 2024



TOYOTA

NANDI TOYOTA

MOTOR WORLD PRIVATE LIMITED

46/3A, Kudlu Gate, 7th Mile,

Hosur Road, Bangalore 560 068

Ph 40431111

Website: www.nanditoyota.com

Aug 08th 2024

Private & Confidential
PMV/HRD/OL/ 9474

To,
Mr. Bharath S
#17, 4th main,
2nd cross, NGR Layout,
Roopena Agrahara,
Bommanahalli,
Bengaluru – 560068

Sub: Offer of Employment at Motor World Private Limited (Nandi Toyota)

Dear **Bharath**,

It was a pleasure interacting with you to consider you for an employment with Popular Motor Ventures. Based on the interview and the subsequent discussion we had with you, we are pleased to offer you the position **Sales Officer** in our company as per the terms and conditions discussed with you in the meeting. The detail of your salary and Cost to Company (CTC) is mentioned in the enclosed annexure.

This offer will remain valid **August 12th 2024**. You are requested to produce all necessary documents which is mentioned in the enclosed annexure and should report at 9.00 A.M on date of joining. Please sign and return the duplicate copy of this letter to us as a token of your acceptance of this offer.

We look forward to having you on board!

Sincerely,

For **Motor World Private Limited,**

for 
Joseph Antony
Head – Human Resources
(9900590766)



Private & Confidential
Offer-Cum-Appointment Letter

Date: 28-03-2024

Bindu D,

143/B, 60 Feet Rd, KHB Block Koramangala, 5th Block, Koramangala, Bengaluru,
Karnataka 560034

Dear Bindu

Congratulations! We are very excited to have you on board!

We are pleased to make an offer to you for the position of DST - - Sales at Piramal Finance Sales and Service Private Limited. You shall join the company on or before 16-07-2024. If you fail to join on or before the mentioned date, this Offer Cum Appointment Letter will stand withdrawn. Your initial posting will be at Bengaluru - Jayanagar, Bangalore 1347/36,2nd floor,Ragigudda Circle,South End,Main Road,9th Block,Jayanagar,Bengaluru 560069,Karnataka . You shall be governed by the terms and conditions applicable to all employees of the Company.

The details of the Salary and other terms and conditions of your employment are enclosed herewith as following:

Annexure "A": Salary and Benefits

Annexure "B": General Terms & Conditions of services for Managerial Personnel.

Annexure "C": Documents required at the time of joining

All the Annexure mentioned above shall form a part and parcel of this letter. If the terms and conditions enumerated in this letter, including its annexure are acceptable to you, please confirm your acceptance by accepting the offer on the system within 3 days the receipt of this letter. In case no confirmation is received from you within the stipulated period mentioned herein above, this offer will stand withdrawn.

You are required to treat this Letter and its contents as strictly confidential.

For more details of the organization please visit our website: www.pfss.in

We look forward for a long, successful and pleasant association with the Company.

Yours Sincerely,

For Piramal Finance Sales and Service Private Limited



Parneet Soni

Authorized Signatory

Accepted and Agreed:

Name:

Piramal Finance Sales and Service Private Limited

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park Ganpatrao Kadam Marg, Lower Parel Mumbai
City MH 400013 IN T +91 22 62309400 and F +91 22 6151344

Signature:

Date:

ANNEXURE A
COMPENSATION DETAILS

Employee Name: Bindu D

Band / Grade: Band G /G1

Business Unit: Piramal Finance Sales and Service Private Limited, Retail Finance, - Sales

Location: Bengaluru - Jayanagar, Bangalore 1347/36, 2nd floor, Ragigudda Circle, South End, Main Road, 9th Block, Jayanagar, Bengaluru 560069, Karnataka

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	100000	8333
HRA	17236	1436
Special Allowance	25000	2083
Bonus	28800	2400
Professional Development	25000	2083
Medical	25000	2083
Gross	221036	18420
PF Co's Contribution	21000	1750
ESI Co's Contribution	7964	664
Fixed Pay	250000	20833
Basket of Benefits	24000	2000
Total CTC	274000	22833

Notes:

- Bonus: The amount against this component will include Statutory Bonus Payment that you are entitled to under the Payment of Bonus Act, 1965 if it is applicable to you. This amount would be paid to you on a monthly basis along with your salary. This amount does not include any variable pay like Incentive etc. if you are eligible for the same.

-Basket of Benefits is inclusive of Travel and Communication Allowance of INR 2000 which will be paid in monthly salary.

-Group Medclaim Policy with coverage of family, as per Company policy in existence and as amended from time to time.

-Group Term Life Insurance covering self, as per company policy in existence and as amended from time to time.

-Group Personal Accident Insurance covering self, as per company policy in existence and as amended from time to time.

-Gratuity will be applicable as per the Payment of Gratuity Act.

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-Under the following circumstances your employment with the organisation will stand cancelled or revoked automatically on immediate grounds:

- If for any reason you do not clear any semester/ final year examination or fail to submit relevant documents (marksheet/s) to that effect.
- If you do not complete the functional orientation training (ACE Training).

Annexure "B"

GENERAL TERMS AND CONDITIONS OF SERVICE FOR MANAGERIAL PERSONNEL EMPLOYED BY COMPANY

The following are the broad terms and condition of your employment at the Company. Your employment with the Company shall be subject to the policies of the Company as applicable from time to time read together with the terms of this Letter.

Compensation

You shall be paid compensation as per the details mentioned in Annexure "A" of this Letter with effect from the date of your joining.

Place of Work

Depending on the business needs of the Company, you may be required to undertake a periodic visit to the Company's other locations within or outside India. In view of the nature of our business, the Company may transfer you to different divisions, associate companies, concerns, sections, subsidiaries, entities, offices or location of Company on a temporary or permanent basis whether within or outside India at its discretion as it may consider necessary from time to time. You may be sent on deputation to any other organization anywhere in the Country or abroad which may be under the same management or under different managements.

Roles and Responsibilities

You shall properly, diligently and honestly perform all the duties, responsibilities which the Company may assign to you from time to time. For any duties performed by you not in good faith or in violation of applicable law or breach of this Letter and/or the policies of the Company, you shall be solely liable and shall reimburse the Company for any loss incurred by it as a consequence thereof.

Rules, Policies, Procedures and Code of Conduct

You shall comply at all times with the Company's Rules, Policies and Procedures as amended from time to time ("Policies"). The Policies are incorporated by reference into this Letter and are subject to change, replacement or withdrawal at the discretion of the Company. It is your responsibility to keep yourself aware of all the policies of the Company at all times during your employment. By accepting this offer you hereby undertake that you shall comply with all the policies of the Company at all times during your employment. You hereby further undertake that you shall promptly disclose to the Company any transactions or matters which are, or may be, in contravention of the Policies.

You are also bound by the Company Code of Conduct and the Fair Practice code. The Company may implement the disciplinary procedure if you fail to comply with the code of conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal.

Compliance

You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws. During the continuance of the employment you are expected to comply with the Company's policies, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

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Leave, Work hours and Weekly holidays

You shall be governed by the Company's policy pertaining to leave, work hours and weekly holidays.

Probation and Confirmation

You will be on probation for a period of 6 months. Upon successful completion of the probation and subsequent performance evaluation, your position may be confirmed. During the period of your probation, if your performance is found to be wanting or there are deficiencies in your performance, the management may at its discretion with a view to give you an opportunity to improve upon your performance, extend your period of probation by a Letter in writing. Unless confirmed in writing, you will continue to be on probation.

Performance Bonus/Incentive Payments/Increment/Promotion

The Company may in its absolute discretion pay you a Performance bonus/incentive of such amount, at such intervals and subject to such conditions as the Company may in its absolute discretion determine from time to time in accordance with the Company's Policy. Each year you will qualify for a discretionary performance bonus/incentive as applicable to you as per company policy. In the first year, in case your date of joining with the Company is on or before 31st December, the performance bonus if applicable to you will be paid pro-rated for the period ending March from the date of your joining. Any bonus/incentive may be paid in cash, shares or any other form, may be deferred in full or in part, and may be forfeited or reduced in such circumstances and on such terms as the Company may determine appropriate.

The exercise of discretion to pay a bonus/incentive in one financial year shall not bind the Company or act as a precedent for the exercise of discretion in any other financial year. If, on or before the date when a bonus/incentive might otherwise have been payable, your employment has terminated or either party has given notice under these terms and conditions to terminate your employment, you will not be entitled to receive any such bonus/incentive (whether in cash, shares or any other form).

Annual increment will be given only to those employees who have joined the organization on or before 30th September of that particular performance year. Increments will be given on fixed pay only. Increments will be based strictly on individual and business performance. In case individual and/or business performance is not satisfactory, the Company, at its discretion can decide not to give any increment whatsoever. Your performance and contribution to the Company will be an important consideration for salary increments and promotions. Neither the promotion nor the increment can be claimed as a matter of right. The Company reserves the right to amend, change or cancel the above terms pertaining to the bonus/incentive/increment, at any time without prior notice.

Retiral benefits

You will be entitled for Provident Fund, Gratuity as per the rules applicable to Management Personnel, which may be changed from time to time.

Group Mediciam policy

Group Mediciam Policy is applicable to all the Management Staff working with the Company for his/her family members. Hospitalization expenses due to accidental injury or sickness will be covered. The limits of coverage would be as mentioned in the Company policy and would vary as per the management grade in which you are placed at any given time period of your service. The policy is liable to change as per the discretion of the management from time to time. Employees should refer to the policy board for changes/revisions, which may take place from time to time.

Tax

You will be fully liable for the payment of income tax on your total remuneration including bonuses/variable pay to the income tax authorities including other such statutory dues/taxes and this will be your

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personal responsibility. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

Deductions from Annual Gross Remuneration Package

You agree that, at any time during your employment or on termination, the Company will deduct from your annual gross remuneration package any overpayment made or amounts owed by you. This includes but is not limited to any excess holiday/(leave), outstanding loans, advances, joining expenses, relocation expenses, and the cost of repairing any damage or loss to Company's property or equipment caused by you.

The Company shall be entitled to retain any and all amounts due to you including salary, remuneration, compensation and other amounts as applicable; and to adjust and deduct there from, any or all amounts due to be recoverable from or payable by you to the Company on any count.

Confidentiality

You will not either during your employment or at any time post resignation from services, use or communicate to any person, any information of a confidential nature concerning the business of the Company, or of its customer, supplier or other person having dealings with the Company, as the case may be, and which comes to your knowledge during the course of your employment other than in connection with your services to the Company.

In performing your duties, you may from time to time receive or obtain Information/data/documents from the Company or a related or associated or subsidiary or affiliated Company or otherwise have access to information relating to their clients or business information, business plans, systems, personnel, or other information of a confidential nature ("the Information").

In consideration of the Company making the Information/ data/ documents available, you undertake and agree that you will:

- a. Keep the Information/data/documents confidential at all times and not divulge or communicate to any person, other than those approved in writing by the Company, any of the Information/data/documents which you may (whether before or after the date of this Letter) receive or obtain;
- b. Not use the Information/data/documents for any purpose other than in connection with your services to the Company;
- c. Immediately return or destroy (at the Company's option) the original and all copies of any records of the Information/data/documents (in whatever form) and all notes and other documents embodying any of the Information on the first to occur of any of the following:
 - i. on the Company's demand;
 - ii. on termination or expiration of your employment with the Company.

Information, Assets and Systems

When you join the Company you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Company policies relating to them. You should refer to the code of conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

Intellectual Properties

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You acknowledge that ownership of, and all right, title, and interest in the Intellectual Properties shall at all-time vest in the Company. You expressly agree that all Intellectual Properties created by you during the course of your employment shall be under a contract of service and shall belong to the Company only.

You shall, whenever requested so to do by the Company whether during or after the termination of your employment hereunder, at the cost of the Company execute and sign any and all applications, assignments and other instruments which the Company may deem necessary or advisable in order to apply for and to obtain letters, patent, design, registration or other forms of protection for the aforesaid improvements, inventions and discoveries in such countries as the Company may direct and to vest in the Company the whole, right, title and interest therein.

You may have access to third party Intellectual Property that has been acquired by the Company by licenses or otherwise in the course of your employment in the Company. Any unauthorised reproduction, transmitting, publishing, adapting, storing, copying, modifying, distributing, displaying, reformatting, editing, excerpting, hosting, broadcasting, routing or any other misuse of the third party Intellectual Property by you is strictly prohibited and will constitute grounds for immediate termination of employment.

You shall execute and comply with the proprietary information and inventions agreement with the Company, which prohibits unauthorized use or disclosure of Company's inventions and proprietary information.

Indemnity

You shall, at all times during the course of your employment in the Company (and even after the termination with respect to the terms contained herein) agree to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of any unauthorized disclosure or use of the Confidential Information by you or any person related to you that may have access to such Confidential Information through you.

Non Solicitation

This non-solicitation condition will be binding on the employee for a period of 2 years from the date of cessation/ termination of his / her services from the Company and any breach in the said condition would result in considerable damages/loss to the Company, which cannot be adequately compensable by money damages.

The Employee agrees and undertakes that in such an event the Employee shall fully indemnify and reimburse the Company to the extent of such costs (liquidated damages).

You agree that for a period of 2 years from termination or expiration of your employment with the Company, you shall not solicit or entice by any means whatsoever,

- a. Any client of the Company with whom Company is currently (during your period of employment) running a deal/mandate or any deal/ mandate that became known to you during your employment at the Company.
- b. Any person of Company who was employed by the Company or any person whose name became known to you during your employment at the Company in any office and in any capacity.
- c. You shall not work at the capacity of Executive or Non-Executive member of the board of the Company supplier, vendor or partner.
- d. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person to transfer from the Company to you or to your new employer or to any other person or entity; or

to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or to otherwise discontinue its patronage and business relationship with the Company.

Medical Fitness & Verification of Particulars

Your appointment is subject to:

- a. You being medically fit and continuing to remain fit thereafter. Company has the right to get you medically examined by any certified medical practitioner during the period of your service. If, from such examination, the Company is of the opinion that continuance of your service is medically not advisable or that you are not in a position to discharge your duty satisfactorily or you are found to be incapacitated from performing your duties, the Company may terminate your services on the grounds of continued ill-health.
- b. Satisfactory verification of your character, antecedents and testimonials through reference checks or background screening. In case particulars mentioned in your application / Curriculum Vitae / Resume are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.
- c. Submission of Relieving Letter from your last employer/s.
- d. Salary of previous company declared by you should match with the proof submitted to us. In case the salary particulars declared by you are found false or incorrect, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.
- e. Based on the information furnished by you about yourself, if during the employment it is found that any of the details and/or information furnished in by you is incorrect/false or is in contravention to the Company's code of conduct or rules of the Company or if it is found that you have concealed/fabricated documents/records/testimonials of your past training/employment, your service shall be liable to be terminated at source without any notice and such cessation of the employment will be for the reasons attributable to you.

Non Conflict of Interest and No External Employment

You will not, during your employment with the Company, except with the specific approval of the Company, undertake other full time or part time work for remuneration or work which will adversely affect your professional image and integrity as an employee of the Company. Assignments of social, charitable, literary, religious work or board membership of any other Company can be pursued with prior approval of the Company.

Receipt of Payments and Benefits from Third Parties

Subject to any Company regulations issued and amended from time to time, neither you nor any member of your family, nor any Company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you or on behalf of the Company if you, any member of your family or any Company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company for the amount received or the value of the benefit so obtained.

Governing Law

The interpretation and enforcement of this Letter shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

It is expressly agreed that this appointment is made on the basis that your services being mainly of a Management and/or Supervisory nature, you will not be entitled to any rights, privileges and benefits as may be or become applicable to employees covered by the Industrial Dispute Act,1947.

Changes to your Terms of Service

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The Company shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular. Any changes will take effect from the date stated in the communication.

In relation to the benefit policies referred to in this contract, the Company reserves the right to withdraw or alter their terms without notice at any time and you may in certain circumstances be excluded from participation in any policy/scheme or any element within it.

You should, acquaint yourself with all Company rules and regulations applicable to your specific area of work, such as (where applicable) the local rules, regulations and by-laws and any and all applicable laws in relation thereto. Violation of any of these rules, regulations, laws or provisions may result in the immediate termination of your employment.

In case you are convicted by Judicial Authority under Civil Procedure code, Criminal Procedure code or Indian Penal code it will lead to breach of trust between employer and employee relationship and your services will be terminated on the date of such judicial pronouncement.

Warranty

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this Letter.

Data Protection

The Company may be required to process, transfer and store your personal and sensitive data in any of the other Company locations. By signing this Letter, you acknowledge and agree that the Company and Company Human Resources Department (HR) is permitted to hold personal information about you as part of our personnel and other business records and that the Company and Company HR may use such information in the course of its business. You agree that the Company and Company HR may disclose such information to third parties in the event that such disclosure is in our view required for the proper conduct of our business or that of any associated Company. This clause applies to information held, used or disclosed in any medium.

Normal Retirement Age

You will retire on attaining the age of 58 years. Your date of birth as given by you, with the Company is recorded as 18-04-2003 and the same shall be treated as authoritative and final in the records of the Company. The same will remain unchanged and as a condition of employment you will automatically retire at the end of the month in which you attain the superannuation age and that no further notice whatsoever to you will be necessary in this regard. No request for change in date of birth will be entertained during the period of your service.

Notice of Resignation/Termination

During Probation: Fifteen Days notice on either side with the Company retaining the right to pay salary in lieu of the notice if so required. The payment in lieu of notice will be calculated on your Basic Salary. However, based on your performance during the probation period, the Company reserves the right to reduce/dispense with or extend the probationary period at its sole discretion or terminate your service with immediate effect, without giving any notice or assigning any reasons.

Post Confirmation: Thirty Days notice on either side with the Company retaining the right to pay salary in lieu of the notice. The payment in lieu of notice will be calculated on your Basic Salary.

The Company reserves its right to dispense with the notice period and/or part thereof in its sole discretion by accepting your resignation with immediate effect i.e. even before the last date of

working/resignation mentioned in the resignation letter. In such an event you shall be paid salary calculated on your Basic Salary for the notice period and/or part thereof.

If at any time, in the opinion of the Management, you are found guilty of indiscipline, dishonesty, disobedience, disorderly behaviour, moral turpitude, theft, fraud or violation of the Code of Business Conduct or withholding of any information in the application form or any other form of misconduct, in ordinary parlance negligence or acted in a manner detrimental to the interests of the Company, your services are liable for termination with immediate effect and in this case notice pay will not be payable by the Company.

Termination

Your employment / services will be governed by Company's rules and regulations applicable from time to time. If the Company is not satisfied with your performance on any account, the Company reserves the right to terminate your employment with immediate effect by paying proportionate basic salary (excluding variable pay) in lieu of any notice period applicable to you. The Company also reserves the right to terminate your employment without cause, with a notice as approved by the organisation or by paying proportionate basic salary (excluding variable pay) in lieu of applicable notice period.

If you wish to terminate your employment with the Company, you shall be required to serve notice as applicable to you. The Company may however, at its sole discretion, waive off the notice period, in full or in part, with or without proportionate notice period deduction of basic salary in lieu of short notice, without assuming any liability to compensate you in respect of the period so waived.

Your services can be terminated for loss of confidence. In such an eventuality you will be kept informed in writing of the reasons for losing confidence.

Notwithstanding anything contained in this Letter, the Company may terminate your employment with immediate effect, at any time without notice or payment in lieu thereof or any compensation whatsoever for Cause. For the purpose of this letter, "Cause" shall mean any one or more of the following:

- a. Any breach of integrity, act of dishonesty, embezzlement, breach of statutory duties, breach of confidentiality obligations, pilferage and theft, attending work under the influence of alcohol, or drugs or any other intoxicating substances.
- b. Breach of the Company rules and policies, guilty of serious misconduct, disobedience of reasonable orders from superiors, causing actual or threatening physical harm or damage to Company property or any misconduct by you or in case of breach of the terms, conditions or stipulations contained in this Letter.
- c. You being convicted of any criminal offence or committing fraud against, or the misappropriation of material property belonging to the Company;
- d. Your absence without approved leave for a period of more than 10 days;
- e. You become insolvent or restrained under any contract or arrangement or are under any legal disability from performing your obligations;
- f. You conduct yourself in a way which, in the Company's reasonable opinion, may bring any member of the Company into disrepute or which may jeopardize or prejudice the business and/or reputation of the Company;
- g. Any material violation of the Company's policies;
- h. The results of any background checks or searches conducted by the Company are deemed unsatisfactory to it in its absolute discretion.

The employee accepts and agrees not to solicit any employee of the Company directly or indirectly after cessation or termination of his / her employment from the Company

Consequences of termination of your employment

Piramal Finance Sales and Service Private Limited

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park Ganpatrao Kadam Marg, Lower Parel Mumbai
City MH 400013 IN T +91 22 62309400 and F +91 22 6151344

Upon termination of your employment for any reason whatsoever, You shall:

- a. Automatically vacate all offices held by you as a result of your employment with the Company;
- b. Immediately hand over to us the Company's property including but not limited to all papers, laptops, documents, security pass and/or identity card, Company sponsored credit cards, any premises and/or car(s) etc. and you must not retain any copies, extract or reproductions of all or any part of that property or confidential information.
- c. You will continue to be bound by your employment obligations to the Company relating to the Company's confidential information and Intellectual Property Rights (as defined in this Letter);
- d. You must not make any statements (whether orally or in writing) or do anything which might damage the reputation and/or business of the Company or interfere with the Company's relationships with its clients and customers; and
- e. You must not thereafter represent yourself as an employee of the Company in any manner whatsoever.
- f. Not to solicit any employee of the Company directly or indirectly after cessation or termination of his / her employment from the Company.

Background Verification Check

The offer described above is subject to satisfactory completion of background verification as the Company may consider necessary. As part of this process we may ask you for some information / documents and non-submission of such information / documents from your side might affect the results of this verification. The Company may withdraw this offer without any obligation whatsoever in case your background verification report is found to be unsatisfactory.

Other terms and conditions

- a. In addition to the terms and conditions of employment herein above mentioned, you shall also observe and comply with and shall be bound by any rules, regulations and procedures which the Company may from time to time separately frame for observance and compliance by its officers and which would be communicated by the Company to you as and when required.
- b. You will, unless prevented by ill health or accident and save while on approved leave, devote the whole of your time, attention and abilities to the business of the Company.
- c. You will be true and faithful to the Company in all your accounts, dealings and transactions whatsoever relating to the business of the Company, and shall, at all times, when required, render a true and just account thereof to the Company or to such persons as shall be so authorized by the Company.
- d. In case of your overstaying the sanctioned leave or for any absence without permission for more than 10 calendar days, you shall lose lien on your services and it will be considered you have voluntarily abandoned from the service and the Company will be entitled to strike off your name from its rolls without any reference to you.
- e. As Company we give utmost importance to Safety, Quality and Environmental laws. In your area you will be responsible for observance/implementation of the same.
- f. It will be your duty to intimate in writing to the management whenever there is any change of your residential address.

DECLARATION:

I, Bindu D, have read and understood the above terms and conditions of the services and I will abide by the same.

Name:

Signature:

Date:

Piramal Finance Sales and Service Private Limited

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Annexure "C"

List of documents to be carried at the time of joining :

Background Verification documents :

- Graduation and Post-Graduation Mark Sheet & Certificates in original together with a set of self - attested Xerox copies.
- Updated CV

Mandatory Documents:

- Aadhar Card
 - PAN Card
 - Scan Photograph (Please carry 2 Red background passport size photographs on the date of joining)
 - Cancelled Cheque for salary processing. (Salary account must be maintained with Axis bank, Kotak Bank, ICICI Bank, HDFC Bank or SBI)
-

Private & Confidential
Offer-Cum-Appointment Letter

Date: 28-03-2024

Triveni S,
No. 04, 2nd A cross, 35th main, Sarakki garden, J P Nagar 6th phase, Bengaluru
Sarakki Garden
Bengaluru, Karnataka , India - 560078

Dear Triveni

Congratulations! We are very excited to have you on board!

We are pleased to make an offer to you for the position of DST - - Sales at Piramal Finance Sales and Service Private Limited. You shall join the company on or before 16-07-2024. If you fail to join on or before the mentioned date, this Offer Cum Appointment Letter will stand withdrawn. Your initial posting will be at Bengaluru - Jayanagar, Bangalore 1347/36,2nd floor,Ragigudda Circle,South End,Main Road,9th Block,Jayanagar,Bengaluru 560069,Karnataka . You shall be governed by the terms and conditions applicable to all employees of the Company.

The details of the Salary and other terms and conditions of your employment are enclosed herewith as following:

Annexure "A": Salary and Benefits

Annexure "B": General Terms & Conditions of services for Managerial Personnel.

Annexure "C": Documents required at the time of joining

All the Annexure mentioned above shall form a part and parcel of this letter. If the terms and conditions enumerated in this letter, including its annexure are acceptable to you, please confirm your acceptance by accepting the offer on the system within 3 days the receipt of this letter. In case no confirmation is received from you within the stipulated period mentioned herein above, this offer will stand withdrawn.

You are required to treat this Letter and its contents as strictly confidential.

For more details of the organization please visit our website: www.pfss.in

We look forward for a long, successful and pleasant association with the Company.

Yours Sincerely,
For Piramal Finance Sales and Service Private Limited



Parneet Soni
Authorized Signatory

Accepted and Agreed:

Name:

Piramal Finance Sales and Service Private Limited
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Signature:

Date:

ANNEXURE A

COMPENSATION DETAILS

Employee Name: Triveni S

Band / Grade: Band G / G1

Business Unit: Piramal Finance Sales and Service Private Limited, Retail Finance, - Sales

Location: Bengaluru - Jayanagar, Bangalore 1347/36, 2nd floor, Ragigudda Circle, South End, Main Road, 9th Block, Jayanagar, Bengaluru 560069, Karnataka

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	100000	8333
HRA	17236	1436
Special Allowance	25000	2083
Bonus	28800	2400
Professional Development	25000	2083
Medical	25000	2083
Gross	221036	18420
PF Co's Contribution	21000	1750
ESI Co's Contribution	7964	664
Fixed Pay	250000	20833
Basket of Benefits	24000	2000
Total CTC	274000	22833

Notes:

- Bonus: The amount against this component will include Statutory Bonus Payment that you are entitled to under the Payment of Bonus Act, 1965 if it is applicable to you. This amount would be paid to you on a monthly basis along with your salary. This amount does not include any variable pay like Incentive etc. if you are eligible for the same.

-Basket of Benefits is inclusive of Travel and Communication Allowance of INR 2000 which will be paid in monthly salary.

-Group Mediclaim Policy with coverage of family, as per Company policy in existence and as amended from time to time.

-Group Term Life Insurance covering self, as per company policy in existence and as amended from time to time.

-Group Personal Accident Insurance covering self, as per company policy in existence and as amended from time to time.

-Gratuity will be applicable as per the Payment of Gratuity Act.

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-Under the following circumstances your employment with the organisation will stand cancelled or revoked automatically on immediate grounds:

- If for any reason you do not clear any semester/ final year examination or fail to submit relevant documents (marksheets) to that effect.
- If you do not complete the functional orientation training (ACE Training).

Annexure "B"

GENERAL TERMS AND CONDITIONS OF SERVICE FOR MANAGERIAL PERSONNEL EMPLOYED BY COMPANY

The following are the broad terms and condition of your employment at the Company. Your employment with the Company shall be subject to the policies of the Company as applicable from time to time read together with the terms of this Letter.

Compensation

You shall be paid compensation as per the details mentioned in Annexure "A" of this Letter with effect from the date of your joining.

Place of Work

Depending on the business needs of the Company, you may be required to undertake a periodic visit to the Company's other locations within or outside India. In view of the nature of our business, the Company may transfer you to different divisions, associate companies, concerns, sections, subsidiaries, entities, offices or location of Company on a temporary or permanent basis whether within or outside India at its discretion as it may consider necessary from time to time. You may be sent on deputation to any other organization anywhere in the Country or abroad which may be under the same management or under different managements.

Roles and Responsibilities

You shall properly, diligently and honestly perform all the duties, responsibilities which the Company may assign to you from time to time. For any duties performed by you not in good faith or in violation of applicable law or breach of this Letter and/or the policies of the Company, you shall be solely liable and shall reimburse the Company for any loss incurred by it as a consequence thereof.

Rules, Policies, Procedures and Code of Conduct

You shall comply at all times with the Company's Rules, Policies and Procedures as amended from time to time ("Policies"). The Policies are incorporated by reference into this Letter and are subject to change, replacement or withdrawal at the discretion of the Company. It is your responsibility to keep yourself aware of all the policies of the Company at all times during your employment. By accepting this offer you hereby undertake that you shall comply with all the policies of the Company at all times during your employment. You hereby further undertake that you shall promptly disclose to the Company any transactions or matters which are, or may be, in contravention of the Policies.

You are also bound by the Company Code of Conduct and the Fair Practice code. The Company may implement the disciplinary procedure if you fail to comply with the code of conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal.

Compliance

You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws. During the continuance of the employment you are expected to comply with the Company's policies, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

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Leave, Work hours and Weekly holidays

You shall be governed by the Company's policy pertaining to leave, work hours and weekly holidays.

Probation and Confirmation

You will be on probation for a period of 6 months. Upon successful completion of the probation and subsequent performance evaluation, your position may be confirmed. During the period of your probation, if your performance is found to be wanting or there are deficiencies in your performance, the management may at its discretion with a view to give you an opportunity to improve upon your performance, extend your period of probation by a Letter in writing. Unless confirmed in writing, you will continue to be on probation.

Performance Bonus/Incentive Payments/Increment/Promotion

The Company may in its absolute discretion pay you a Performance bonus/incentive of such amount, at such intervals and subject to such conditions as the Company may in its absolute discretion determine from time to time in accordance with the Company's Policy. Each year you will qualify for a discretionary performance bonus/incentive as applicable to you as per company policy. In the first year, in case your date of joining with the Company is on or before 31st December, the performance bonus if applicable to you will be paid pro-rated for the period ending March from the date of your joining. Any bonus/incentive may be paid in cash, shares or any other form, may be deferred in full or in part, and may be forfeited or reduced in such circumstances and on such terms as the Company may determine appropriate.

The exercise of discretion to pay a bonus/incentive in one financial year shall not bind the Company or act as a precedent for the exercise of discretion in any other financial year. If, on or before the date when a bonus/incentive might otherwise have been payable, your employment has terminated or either party has given notice under these terms and conditions to terminate your employment, you will not be entitled to receive any such bonus/incentive (whether in cash, shares or any other form).

Annual increment will be given only to those employees who have joined the organization on or before 30th September of that particular performance year. Increments will be given on fixed pay only. Increments will be based strictly on individual and business performance. In case individual and/or business performance is not satisfactory, the Company, at its discretion can decide not to give any increment whatsoever. Your performance and contribution to the Company will be an important consideration for salary increments and promotions. Neither the promotion nor the increment can be claimed as a matter of right. The Company reserves the right to amend, change or cancel the above terms pertaining to the bonus/incentive/increment, at any time without prior notice.

Retiral benefits

You will be entitled for Provident Fund, Gratuity as per the rules applicable to Management Personnel, which may be changed from time to time.

Group Mediclaim policy

Group Mediclaim Policy is applicable to all the Management Staff working with the Company for his/her family members. Hospitalization expenses due to accidental injury or sickness will be covered. The limits of coverage would be as mentioned in the Company policy and would vary as per the management grade in which you are placed at any given time period of your service. The policy is liable to change as per the discretion of the management from time to time. Employees should refer to the policy board for changes/revisions, which may take place from time to time.

Tax

You will be fully liable for the payment of income tax on your total remuneration including bonuses/variable pay to the income tax authorities including other such statutory dues/taxes and this will be your

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personal responsibility. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

Deductions from Annual Gross Remuneration Package

You agree that, at any time during your employment or on termination, the Company will deduct from your annual gross remuneration package any overpayment made or amounts owed by you. This includes but is not limited to any excess holiday/(leave), outstanding loans, advances, joining expenses, relocation expenses, and the cost of repairing any damage or loss to Company's property or equipment caused by you.

The Company shall be entitled to retain any and all amounts due to you including salary, remuneration, compensation and other amounts as applicable; and to adjust and deduct there from, any or all amounts due to be recoverable from or payable by you to the Company on any count.

Confidentiality

You will not either during your employment or at any time post resignation from services, use or communicate to any person, any information of a confidential nature concerning the business of the Company, or of its customer, supplier or other person having dealings with the Company, as the case may be, and which comes to your knowledge during the course of your employment other than in connection with your services to the Company.

In performing your duties, you may from time to time receive or obtain Information/data/documents from the Company or a related or associated or subsidiary or affiliated Company or otherwise have access to information relating to their clients or business information, business plans, systems, personnel, or other information of a confidential nature ("the Information").

In consideration of the Company making the Information/ data/ documents available, you undertake and agree that you will:

- a. Keep the Information/data/documents confidential at all times and not divulge or communicate to any person, other than those approved in writing by the Company, any of the Information/data/documents which you may (whether before or after the date of this Letter) receive or obtain;
- b. Not use the Information/data/documents for any purpose other than in connection with your services to the Company;
- c. Immediately return or destroy (at the Company's option) the original and all copies of any records of the Information/data/documents (in whatever form) and all notes and other documents embodying any of the Information on the first to occur of any of the following:
 - i. on the Company's demand;
 - ii. on termination or expiration of your employment with the Company.

Information, Assets and Systems

When you join the Company you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Company policies relating to them. You should refer to the code of conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

Intellectual Properties

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You acknowledge that ownership of, and all right, title, and interest in the Intellectual Properties shall at all-time vest in the Company. You expressly agree that all Intellectual Properties created by you during the course of your employment shall be under a contract of service and shall belong to the Company only.

You shall, whenever requested so to do by the Company whether during or after the termination of your employment hereunder, at the cost of the Company execute and sign any and all applications, assignments and other instruments which the Company may deem necessary or advisable in order to apply for and to obtain letters, patent, design, registration or other forms of protection for the aforesaid improvements, inventions and discoveries in such countries as the Company may direct and to vest in the Company the whole, right, title and interest therein.

You may have access to third party Intellectual Property that has been acquired by the Company by licenses or otherwise in the course of your employment in the Company. Any unauthorised reproduction, transmitting, publishing, adapting, storing, copying, modifying, distributing, displaying, reformatting, editing, excerpting, hosting, broadcasting, routing or any other misuse of the third party Intellectual Property by you is strictly prohibited and will constitute grounds for immediate termination of employment.

You shall execute and comply with the proprietary information and inventions agreement with the Company, which prohibits unauthorized use or disclosure of Company's inventions and proprietary information.

Indemnity

You shall, at all times during the course of your employment in the Company (and even after the termination with respect to the terms contained herein) agree to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of any unauthorized disclosure or use of the Confidential Information by you or any person related to you that may have access to such Confidential Information through you.

Non Solicitation

This non-solicitation condition will be binding on the employee for a period of 2 years from the date of cessation/ termination of his / her services from the Company and any breach in the said condition would result in considerable damages/loss to the Company, which cannot be adequately compensable by money damages.

The Employee agrees and undertakes that in such an event the Employee shall fully indemnify and reimburse the Company to the extent of such costs (liquidated damages).

You agree that for a period of 2 years from termination or expiration of your employment with the Company, you shall not solicit or entice by any means whatsoever,

- a. Any client of the Company with whom Company is currently (during your period of employment) running a deal/mandate or any deal/ mandate that became known to you during your employment at the Company.
- b. Any person of Company who was employed by the Company or any person whose name became known to you during your employment at the Company in any office and in any capacity.
- c. You shall not work at the capacity of Executive or Non-Executive member of the board of the Company supplier, vendor or partner.
- d. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person to transfer from the Company to you or to your new employer or to any other person or entity; or

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to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or to otherwise discontinue its patronage and business relationship with the Company.

Medical Fitness & Verification of Particulars

Your appointment is subject to:

- a. You being medically fit and continuing to remain fit thereafter. Company has the right to get you medically examined by any certified medical practitioner during the period of your service. If, from such examination, the Company is of the opinion that continuance of your service is medically not advisable or that you are not in a position to discharge your duty satisfactorily or you are found to be incapacitated from performing your duties, the Company may terminate your services on the grounds of continued ill-health.
- b. Satisfactory verification of your character, antecedents and testimonials through reference checks or background screening. In case particulars mentioned in your application / Curriculum Vitae / Resume are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.
- c. Submission of Relieving Letter from your last employer/s.
- d. Salary of previous company declared by you should match with the proof submitted to us. In case the salary particulars declared by you are found false or incorrect, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.
- e. Based on the information furnished by you about yourself, if during the employment it is found that any of the details and/or information furnished in by you is incorrect/false or is in contravention to the Company's code of conduct or rules of the Company or if it is found that you have concealed/fabricated documents/records/testimonials of your past training/employment, your service shall be liable to be terminated at source without any notice and such cessation of the employment will be for the reasons attributable to you.

Non Conflict of Interest and No External Employment

You will not, during your employment with the Company, except with the specific approval of the Company, undertake other full time or part time work for remuneration or work which will adversely affect your professional image and integrity as an employee of the Company. Assignments of social, charitable, literary, religious work or board membership of any other Company can be pursued with prior approval of the Company.

Receipt of Payments and Benefits from Third Parties

Subject to any Company regulations issued and amended from time to time, neither you nor any member of your family, nor any Company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you or on behalf of the Company if you, any member of your family or any Company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company for the amount received or the value of the benefit so obtained.

Governing Law

The interpretation and enforcement of this Letter shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

It is expressly agreed that this appointment is made on the basis that your services being mainly of a Management and/or Supervisory nature, you will not be entitled to any rights, privileges and benefits as may be or become applicable to employees covered by the Industrial Dispute Act,1947.

Changes to your Terms of Service

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The Company shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular. Any changes will take effect from the date stated in the communication.

In relation to the benefit policies referred to in this contract, the Company reserves the right to withdraw or alter their terms without notice at any time and you may in certain circumstances be excluded from participation in any policy/scheme or any element within it.

You should, acquaint yourself with all Company rules and regulations applicable to your specific area of work, such as (where applicable) the local rules, regulations and by-laws and any and all applicable laws in relation thereto. Violation of any of these rules, regulations, laws or provisions may result in the immediate termination of your employment.

In case you are convicted by Judicial Authority under Civil Procedure code, Criminal Procedure code or Indian Penal code it will lead to breach of trust between employer and employee relationship and your services will be terminated on the date of such judicial pronouncement.

Warranty

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this Letter.

Data Protection

The Company may be required to process, transfer and store your personal and sensitive data in any of the other Company locations. By signing this Letter, you acknowledge and agree that the Company and Company Human Resources Department (HR) is permitted to hold personal information about you as part of our personnel and other business records and that the Company and Company HR may use such information in the course of its business. You agree that the Company and Company HR may disclose such information to third parties in the event that such disclosure is in our view required for the proper conduct of our business or that of any associated Company. This clause applies to information held, used or disclosed in any medium.

Normal Retirement Age

You will retire on attaining the age of 58 years. Your date of birth as given by you, with the Company is recorded as 18-04-2003 and the same shall be treated as authoritative and final in the records of the Company. The same will remain unchanged and as a condition of employment you will automatically retire at the end of the month in which you attain the superannuation age and that no further notice whatsoever to you will be necessary in this regard. No request for change in date of birth will be entertained during the period of your service.

Notice of Resignation/Termination

During Probation: Fifteen Days notice on either side with the Company retaining the right to pay salary in lieu of the notice if so required. The payment in lieu of notice will be calculated on your Basic Salary. However, based on your performance during the probation period, the Company reserves the right to reduce/dispense with or extend the probationary period at its sole discretion or terminate your service with immediate effect, without giving any notice or assigning any reasons.

Post Confirmation: Thirty Days notice on either side with the Company retaining the right to pay salary in lieu of the notice. The payment in lieu of notice will be calculated on your Basic Salary.

The Company reserves its right to dispense with the notice period and/or part thereof in its sole discretion by accepting your resignation with immediate effect i.e. even before the last date of

working/resignation mentioned in the resignation letter. In such an event you shall be paid salary calculated on your Basic Salary for the notice period and/or part thereof.

If at any time, in the opinion of the Management, you are found guilty of indiscipline, dishonesty, disobedience, disorderly behaviour, moral turpitude, theft, fraud or violation of the Code of Business Conduct or withholding of any information in the application form or any other form of misconduct, in ordinary parlance negligence or acted in a manner detrimental to the interests of the Company, your services are liable for termination with immediate effect and in this case notice pay will not be payable by the Company.

Termination

Your employment / services will be governed by Company's rules and regulations applicable from time to time. If the Company is not satisfied with your performance on any account, the Company reserves the right to terminate your employment with immediate effect by paying proportionate basic salary (excluding variable pay) in lieu of any notice period applicable to you. The Company also reserves the right to terminate your employment without cause, with a notice as approved by the organisation or by paying proportionate basic salary (excluding variable pay) in lieu of applicable notice period.

If you wish to terminate your employment with the Company, you shall be required to serve notice as applicable to you. The Company may however, at its sole discretion, waive off the notice period, in full or in part, with or without proportionate notice period deduction of basic salary in lieu of short notice, without assuming any liability to compensate you in respect of the period so waived.

Your services can be terminated for loss of confidence. In such an eventuality you will be kept informed in writing of the reasons for losing confidence.

Notwithstanding anything contained in this Letter, the Company may terminate your employment with immediate effect, at any time without notice or payment in lieu thereof or any compensation whatsoever for Cause. For the purpose of this letter, "Cause" shall mean any one or more of the following:

- a. Any breach of integrity, act of dishonesty, embezzlement, breach of statutory duties, breach of confidentiality obligations, pilferage and theft, attending work under the influence of alcohol, or drugs or any other intoxicating substances.
- b. Breach of the Company rules and policies, guilty of serious misconduct, disobedience of reasonable orders from superiors, causing actual or threatening physical harm or damage to Company property or any misconduct by you or in case of breach of the terms, conditions or stipulations contained in this Letter.
- c. You being convicted of any criminal offence or committing fraud against, or the misappropriation of material property belonging to the Company;
- d. Your absence without approved leave for a period of more than 10 days;
- e. You become insolvent or restrained under any contract or arrangement or are under any legal disability from performing your obligations;
- f. You conduct yourself in a way which, in the Company's reasonable opinion, may bring any member of the Company into disrepute or which may jeopardize or prejudice the business and/or reputation of the Company;
- g. Any material violation of the Company's policies;
- h. The results of any background checks or searches conducted by the Company are deemed unsatisfactory to it in its absolute discretion.

The employee accepts and agrees not to solicit any employee of the Company directly or indirectly after cessation or termination of his / her employment from the Company

Consequences of termination of your employment

Piramal Finance Sales and Service Private Limited

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park Ganpatrao Kadam Marg, Lower Parel Mumbai
City MH 400013 IN T +91 22 62309400 and F +91 22 6151344

Upon termination of your employment for any reason whatsoever, You shall:

- a. Automatically vacate all offices held by you as a result of your employment with the Company;
- b. Immediately hand over to us the Company's property including but not limited to all papers, laptops, documents, security pass and/or identity card, Company sponsored credit cards, any premises and/or car(s) etc. and you must not retain any copies, extract or reproductions of all or any part of that property or confidential information.
- c. You will continue to be bound by your employment obligations to the Company relating to the Company's confidential information and Intellectual Property Rights (as defined in this Letter);
- d. You must not make any statements (whether orally or in writing) or do anything which might damage the reputation and/or business of the Company or interfere with the Company's relationships with its clients and customers; and
- e. You must not thereafter represent yourself as an employee of the Company in any manner whatsoever.
- f. Not to solicit any employee of the Company directly or indirectly after cessation or termination of his / her employment from the Company.

Background Verification Check

The offer described above is subject to satisfactory completion of background verification as the Company may consider necessary. As part of this process we may ask you for some information / documents and non-submission of such information / documents from your side might affect the results of this verification. The Company may withdraw this offer without any obligation whatsoever in case your background verification report is found to be unsatisfactory.

Other terms and conditions

- a. In addition to the terms and conditions of employment herein above mentioned, you shall also observe and comply with and shall be bound by any rules, regulations and procedures which the Company may from time to time separately frame for observance and compliance by its officers and which would be communicated by the Company to you as and when required.
- b. You will, unless prevented by ill health or accident and save while on approved leave, devote the whole of your time, attention and abilities to the business of the Company.
- c. You will be true and faithful to the Company in all your accounts, dealings and transactions whatsoever relating to the business of the Company, and shall, at all times, when required, render a true and just account thereof to the Company or to such persons as shall be so authorized by the Company.
- d. In case of your overstaying the sanctioned leave or for any absence without permission for more than 10 calendar days, you shall lose lien on your services and it will be considered you have voluntarily abandoned from the service and the Company will be entitled to strike off your name from its rolls without any reference to you.
- e. As Company we give utmost importance to Safety, Quality and Environmental laws. In your area you will be responsible for observance/implementation of the same.
- f. It will be your duty to intimate in writing to the management whenever there is any change of your residential address.

DECLARATION:

I, Triveni S, have read and understood the above terms and conditions of the services and I will abide by the same.

Name:

Signature:

Date:

Piramal Finance Sales and Service Private Limited

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park Ganpatrao Kadam Marg, Lower Parel Mumbai
City MH 400013 IN T +91 22 62309400 and F +91 22 6151344

Annexure "C"

List of documents to be carried at the time of joining :

Background Verification documents :

- Graduation and Post-Graduation Mark Sheet & Certificates in original together with a set of self - attested Xerox copies.
- Updated CV

Mandatory Documents:

- Aadhar Card
 - PAN Card
 - Scan Photograph (Please carry 2 Red background passport size photographs on the date of joining)
 - Cancelled Cheque for salary processing. (Salary account must be maintained with Axis bank, Kotak Bank, ICICI Bank, HDFC Bank or SBI)
-

Date: 10th March 2024

Dear D Dhanush Kumar,

We have pleasure in appointing you as **Business Development Associate Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **11-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **Rs. 7.5 LPA CTC (Rs 4.5 Fixed + Rs 3 LPA. variable)CTC**. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. **Working Hours:**

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. **Travel:**

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. **Confidential Information / Trade Secrets:**

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. **Compliance:**

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. **Past Records:**

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. **Termination:**

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. Retirement:

The retirement age is 60 years. Your Date of birth as our records is _____.

14. Governing Law

This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 10th March 2024

Dear Mohana R,

We have pleasure in appointing you as **Business Development Associate Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **11-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **Rs. 7.5 LPA CTC (Rs 4.5 Fixed + Rs 3 LPA. variable)CTC**. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. Working Hours:

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. Travel:

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. Confidential Information / Trade Secrets:

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. Compliance:

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. Past Records:

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. Termination:

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. Retirement:

The retirement age is 60 years. Your Date of birth as our records is_____.

14. Governing Law

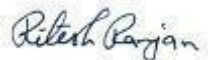
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 10th March 2024

Dear Greeshma M,

We have pleasure in appointing you as **Business Development Associate Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **11-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **Rs. 7.5 LPA CTC (Rs 4.5 Fixed + Rs 3 LPA. variable)CTC**. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. Working Hours:

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. Travel:

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. Confidential Information / Trade Secrets:

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. Compliance:

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. Past Records:

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. Termination:

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. Retirement:

The retirement age is 60 years. Your Date of birth as our records is_____.

14. Governing Law

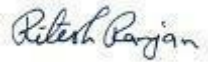
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 21 December 2023

Name: V Nikhil

Address: Dayananda Sagar Institutions

Dear V Nikhil,

Thank you for participating in our campus hiring process and we congratulate you on clearing our selection process. We are glad to issue this Letter of Intent to offer employment with Société Générale Global Solutions Centre Private Limited, India (SG GSC India).

However, your offer of employment will be subject to the conditions that you:

- Clear your current degree course study with minimum 60% aggregate marks in your Graduation / Post Graduation (as applicable)
- Will not have any backlogs on completion of the course
- Are flexible to work in any shift / process within SG GSC India

Your work location would be Bangalore, which may be subjected to change later owing to business requirements.

Your proposed **CTC** (inclusive of allowance) is 383,216 the details of which are given below:

S. No.	Salary Components	Amount in INR Per Annum
1	Gross Salary	325,000
2	Retirals	29,416
3	CTC (1+2)	354,416
4	Work Enablement Allowance	28,800
5	CTC + Work Enablement Allowance (3+4)	383,216

In addition to the Gross Salary + Retirals, you will be eligible to a variable pay, relevant to your role, based on your individual performance and Group's performance for the year. Any applicable variable pay will be paid to you in the month of March along with the payroll for the month of March, in the following year. Payment of this amount is at the absolute discretion of the Company (SG GSC).

Variable Pay will be payable only if:

- (1) you are actively employed with SG GSC India or a SG subsidiary on the payment date
- (2) you have not given a notice of termination on or prior to the payment date, and
- (3) you have not been notified on or before the payment date that your employment shall be terminated for cause.

Should you join us between October 01st and December 31st of the year, your entitlement to variable pay will commence from the beginning of the subsequent calendar year. Disbursement of variable pay, which is at the absolute discretion of the company, is along with the payroll for the month of March, in the following year.

Further, in line with our endeavor to encourage adoption of a learning mindset and emphasis on upskilling of our employees, you will be required to undergo a training basis your learning path, followed by a skill-based assessment within 15 days of your joining or as specified by the company. During the assessments, the organization will extend required support for successful performance in the assessments undertaken. You will have 2 attempts to clear the assessment within the stipulated time. If you are unable to secure the minimum assessment cut off score, it will lead to termination of your employment before the probation period with immediate effect without further notice or pay in lieu thereof.

Please be informed that this Letter of Intent does not constitute a contract of employment or guarantee you any employment with SG GSC India. SG GSC India reserves the right to withdraw this Letter of Intent or to modify any terms, without any prior notice, at its sole discretion.

With best wishes

Yours Sincerely,
For **Societe Generale Global Solution Centre Pvt Ltd,**



Suja Antony
Head Talent Acquisition

I Accept
Candidate Name:
Signature:

Conditional Letter

Abhay Sarkar

Date: January 17, 2024

8103461980

Dear **Abhay**,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2024. This is a full-time role; and your CTC will be **4,10,000** – Please check below table for CTC Breakup: -

Components	CTC
Fixed Component	3,00,000
Incentives Based on Performance (20%)	60,000
Accommodation for 3.5 Months	50,000
Total	4,10,000

While working as an employee, your job duties will be: -

- Understanding the requirements of the customer and dealing with situations and queries.
- Be a representative of Stanza and be able to convert and close on leads provided on site.
- Achieving targets for growth in a monthly/quarterly/annual manner.
- Efficiency of lead funnel management, channel partners management.
- Business growth from large builders/developers and corporates.
- Fulfilling Occupancies of acquired properties.
- Customer Acquisition and Conversion: Identify and source new sales opportunities through inbound lead follow-up, outbound calls and emails and meet customers daily through walk-ins.
- Process adherence and timely reporting.
- Convert all kinds of enquiries into customers on the phone and in person.

Annexure-I

We request you to send the below listed documents at dhairya.rogha@stanzaliving.com as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card
2. Aadhar Card (Front and Back Side)
3. 10th Marksheet & 12th Marksheet
4. Graduation/Post Graduation Marksheets.
5. No Objection Certificate from College/ Institute or Provisional Degree.
6. Bank Details/Cancel Cheque.
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Please feel free to contact in case of any queries to Dhairya Rogha @ +91 7289040505

Thank you again for your prompt attention to the needs outlined in this offer. We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.



Rajat Mehta

Vice President- Human Resources

(Signature)

Abhay Sarkar

Conditional Letter

Boomika Bothra

Date: January 17, 2024

9743668368

Dear **Boomika Bothra**,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2024. This is a full-time role; and your CTC will be **4,10,000** – Please check below table for CTC Breakup: -

Components	CTC
Fixed Component	3,00,000
Incentives Based on Performance (20%)	60,000
Accommodation for 3.5 Months	50,000
Total	4,10,000

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Rajat Mehta

Vice President- Human Resources

(Signature)

Boomika Bothra

Conditional Letter

Gagan S

Date: January 17, 2024

7259610947

Dear **Gagan S**,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2024. This is a full-time role; and your CTC will be **4,10,000** – Please check below table for CTC Breakup: -

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Rajat Mehta

Vice President- Human Resources

(Signature)

Gagan S

Conditional Letter

Seethamma MP

Date: January 17, 2024

9108616073

Dear **Seethamma**,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2024. This is a full-time role; and your CTC will be **4,10,000** – Please check below table for CTC Breakup: -

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Rajat Mehta

Vice President- Human Resources

(Signature)

Seethamma MP

Conditional Letter

Shiva Kiran K.M

Date: January 17, 2024

8217465147

Dear **Shiva Kiran K.M,**

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2024. This is a full-time role; and your CTC will be **4,10,000** – Please check below table for CTC Breakup: -

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Rajat Mehta

Vice President- Human Resources

(Signature)

Shiva Kiran K.M

Conditional Letter

Sonu S P

Date: January 17, 2024

7619584661

Dear Sonu,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2024. This is a full-time role; and your CTC will be **4,10,000** – Please check below table for CTC Breakup: -

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Rajat Mehta

Vice President- Human Resources

(Signature)

Sonu S P

Conditional Letter

Yashas V

Date: January 17, 2024

8217469753

Dear Yashas V,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2024. This is a full-time role; and your CTC will be **4,10,000** – Please check below table for CTC Breakup: -

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Rajat Mehta

(Signature)

Yashas V

Vice President- Human Resources

Conditional Letter

Shreshta N K

Date: January 17, 2024

7829493363

Dear **Shreshta N K**,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2024. This is a full-time role; and your CTC will be **4,10,000** – Please check below table for CTC Breakup: -

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Vice President- Human Resources

(Signature)

Shreshtha N K

Conditional Letter

Shreyas GG

Date: January 17, 2024

6364696394

Dear **Shreyas GG**,

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Shreyas GG

Conditional Letter

Suhas S

Date: January 17, 2024

8660139077

Dear **Suhas S**,

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Rajat Mehta

(Signature)

Suhas S

Vice President- Human Resources

Conditional Letter

Pragathi Bhoomika N

Date: January 17, 2024

8904473289

Dear **Pragathi Bhoomika N**,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2024. This is a full-time role; and your CTC will be **4,10,000** – Please check below table for CTC Breakup: -

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(Signature)

Pragathi Bhoomika N

Conditional Letter

Ritu N.G

Date: January 17, 2024

8951994738

Dear Ritu N.G,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2024. This is a full-time role; and your CTC will be **4,10,000** – Please check below table for CTC Breakup: -

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Vice President- Human Resources

(Signature)

Ritu N.G

Conditional Letter

N.SONI REDDY

Date: January 17, 2024

9032270320

Dear **N.SONI REDDY**,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2024. This is a full-time role; and your CTC will be **4,10,000** – Please check below table for CTC Breakup: -

Components	CTC
Fixed Component	3,00,000
Incentives Based on Performance (20%)	60,000
Accommodation for 3.5 Months	50,000
Total	4,10,000

While working as an employee, your job duties will be: -

- Understanding the requirements of the customer and dealing with situations and queries.
- Be a representative of Stanza and be able to convert and close on leads provided on site.
- Achieving targets for growth in a monthly/quarterly/annual manner.
- Efficiency of lead funnel management, channel partners management.
- Business growth from large builders/developers and corporates.
- Fulfilling Occupancies of acquired properties.
- Customer Acquisition and Conversion: Identify and source new sales opportunities through inbound lead follow-up, outbound calls and emails and meet customers daily through walk-ins.
- Process adherence and timely reporting.
- Convert all kinds of enquiries into customers on the phone and in person.

Annexure-I

We request you to send the below listed documents at dhairya.rogha@stanzaliving.com as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card
2. Aadhar Card (Front and Back Side)
3. 10th Marksheet & 12th Marksheet
4. Graduation/Post Graduation Marksheets.
5. No Objection Certificate from College/ Institute or Provisional Degree.
6. Bank Details/Cancel Cheque.
7. Signed Conditional Letter.

We would like to extend you an offer of employment, contingent on the completion of the requirements listed below: -

- Confirmation of passing education credentials.
- Passing a background check.
- Providing identity verification proof and eligibility to work in India.
- Satisfactory reference checks and employment history verification (if any).
- Submit the documents listed in the **Annexure-I**

Note: - Please Submit all the documents converting them into a single PDF

Please accept conditional offer letter and return a signed copy to us at below mentioned mail dhairya.rogha@stanzaliving.com.

Please feel free to contact in case of any queries to Dhairya Rogha @ +91 7289040505

Thank you again for your prompt attention to the needs outlined in this offer. We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.



Rajat Mehta

(Signature)

N.SONI REDDY

Vice President- Human Resources



SNEX Technology Services Private Limited

Formerly known as INTL FCStone Technology Services Private Limited

CIN: U72900KA2019FTC124766

www.stonex.com

Internship Offer Letter

Date: July 19, 2024

Dear Varun Shyam,

We are pleased to offer you an internship opportunity (“**Internship Offer**”) with Snex Technology Services Private Limited (the “**Company**”). Please note that this Internship Offer is an extension of your educational learning and our goal is for you to learn more about technology and the industry.

You shall commence your internship, for a period of **9 months** starting from **20 Jan 2025 till 30 Sept 2025** (“**Internship Period**”).

On your successful completion of the Internship Period, the Company may, at its sole and absolute discretion, and subject to the Company being satisfied with your performance during the Internship Period, make a tentative offer of employment (“**Employment Offer**”) to you, subject to the terms and conditions of the Company’s policies and codes. The said Employment Offer which the Company may, at its sole and absolute discretion (and subject to the conditions mentioned above), extend to you, shall be in a form similar to the offer of employment attached hereunder as Exhibit A. It is hereby agreed and acknowledged that extending such an offer of employment is neither an obligation nor a mandate on the Company; and your engagement as an intern under the terms of this Internship Offer shall not be considered or construed as an offer or assurance of potential employment made by the Company to you.

It is hereby clarified that, during the Internship Period, you are not entitled to nor will you receive any employee related benefits which employees (full time or otherwise) of the Company receive, including, but not limited to, salary, benefits, wages, or other compensation, except as otherwise provided by the Company. Any benefits or entitlements offered to you by the Company by way of this Internship Offer is hereby made to you on an ex-gratia basis. Furthermore, any time spent by you as an intern (during the Internship Period) shall not be considered as part of your employment with the Company, should the Company choose to extend an Employment Offer to you in accordance with the terms stated herein; and any statutory or contractual related benefits and entitlements concerning your employment with the Company shall be calculated only as of the date of your commencement of employment with the Company (as specified under the Employment Offer or employment agreement entered between you and the Company).

We are pleased to offer the following stipend during the period of internship: **INR 30,000** (“**Stipend Amount**”). The Stipend Amount shall be subject to the applicable deduction of tax at source, where required under applicable law, and you shall be eligible for approved holiday pay, vacation pay and sick leave.

Please note that your Internship is subject to you signing a separate Proprietary Information and Inventions Assignment Agreement attached herewith as **Exhibit B** and sharing the same with the Company before commencing your internship. During your Internship Period, you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of the internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

This letter is issued to you with the understanding that all information furnished by you in the internship application submitted by you to the Company is true and accurate. If the information provided by you while seeking this internship opportunity with the Company is not found to be correct and/or true and/or if it is found that you have knowingly suppressed any information from the Company, the Company hereby retains the right to withdraw this Internship Offer before you commence your internship, or at any time thereafter during the Internship Period, immediately and without payment of any stipend. Furthermore, the Company will have the right to terminate this Internship Offer, with or without cause, immediately and without notice, at any time before or during the Internship Period, including for reasons such as your performance or conduct not fitting the standards of the Company. It is hereby expressly clarified that the Company shall not extend any offer of employment to you if this Internship Offer is terminated (in accordance with the terms and conditions stated herein).

You hereby agree to indemnify on demand, hold harmless, and defend the Company, and its officers, directors, and employees from and against any and all claims, actions, demands, suits, proceedings, liens, encumbrances, fines, penalties, losses, liabilities, damages, settlements, expenses and costs including attorneys' fees and court costs including but not limited to any claims which arise out of or relate to any gross negligence or willful misconduct, arising from or relating to your internship with the Company.

By accepting this Internship Offer, you agree that throughout the Internship Period, you will observe all policies and practices as in force from time to time governing the conduct of the Company's business and interns, including but not limited to policies prohibiting discrimination and harassment. This Internship Offer sets forth the complete nature of the internship we are extending to you and supersedes and replaces any prior inconsistent statements or discussions; and the terms herein may be amended or modified only by a subsequent written communication from the Company to you.

This Internship Offer shall be governed by and construed under the laws of India. You hereby expressly consent to the exclusive jurisdiction of the courts in [Bangalore, Karnataka] to settle any disputes which may arise from this Internship Offer. You further acknowledge that damages will not be an adequate remedy in the event of any breach of your obligations under this Internship Offer; and agree that the Company shall be entitled (without limitation of any other rights or remedies otherwise available) to obtain injunctive or equitable relief from any court of competent jurisdiction.

We hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this Internship Offer by signing below and returning the same to HR on or before **19 July 2024**.

Your place of internship shall be **Bangalore**.

If you have any questions, please do not hesitate to contact HR at Mowsumi.mandal@stonex.com
& Mayuri.jain@StoneX.com

Yours sincerely,

Molly Thomas

Director – Global Talent Acquisition Programs

For SNEX Technology Services Private Limited

I accept the internship opportunity with the Company on the terms and conditions set out in this Internship Offer.

Name : _____

Signature : _____

Date : _____

Correspondence Address: Offices No.03A101 to 03A118,
37 Cunningham by MFAR, 6th Floor Cunningham Rd, SRT Road, Vasanth Nagar, Bengaluru Karnataka, India



SNEX Technology Services Private Limited
Formerly known as INTL FCStone Technology Services Private Limited
CIN: U72900KA2019FTC124766
www.stonex.com

EXHIBIT A
EMPLOYMENT OFFER

Pay Heading	Amount (INR)
Basic Pay	300,000
Other Allowances	300,000
Annual Base Salary	600,000
Insurance	30,000
*Bonus	60,000
**Gratuity	14,423
***Optional Accommodation	75,000
Total Annual CTC	779,423

Correspondence Address: Offices No.03A101 to 03A118,
37 Cunningham by MFAR, 6th Floor Cunningham Rd, SRT Road, Vasanth Nagar, Bengaluru Karnataka, India



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EXHIBIT B PROPRIETARY INFORMATION AND INVENTIONS AGREEMENT

In consideration of, and as a condition of my internship with SNEX TECHNOLOGY SERVICES PRIVATE LIMITED (the “**Company**”), **starting effective 20 Jan 2025** and the Stipend Amount paid to me, I hereby agree to the following terms which I understand form part of my Internship Offer and are incorporated by reference therein:

1. DEFINITIONS IN THIS AGREEMENT

“Company Invention” means any Invention (as defined below) made, authored, conceived, developed or reduced to practice by me, either alone or jointly with others, during the period of or in the course of my internship with the Company (whether or not during working hours or using Company premises or resources);

“Internship Offer” means the principal offer of internship preceding this Exhibit A setting out the terms and conditions of the internship, entered into on or around the date of this agreement and which incorporates the terms of this agreement;

“Group Company” means the Company and any group undertaking (as such term is defined in the applicable law) in any jurisdiction from time to time;

“Invention” means any invention, idea, discovery, designs, development, formulas, improvement, techniques, process or innovation, systems, devices, instruments, products whether or not patentable or capable of registration and whether or not recorded in any medium, together with any other works including, but not limited to, works of authorship, source and object codes, databases, mask works, trade secrets, trade marks, service marks, logos, designs, intellectual properties, computer programs, prototypes computer programs, specifications, plans, records, models, drawings, documentation and photographs, other forms of technology and general intangibles of like nature, developed by me during the course of internship with the Company;

“Proprietary Information” means (a) any and all data or information relating to the business, finances, dealings, budgets, cost of production, prices, financial statements or other financial data, volumes of sales, promotional methods, transactions and affairs of the Company or any Group Company including price and cost information, discount, structures, sales statistics, business plans and programs, marketing and selling plans, business opportunities, expansion plans, marketing surveys, research and development projects, formulae, Inventions, designs, discoveries, know-how, methods, processes, techniques, patterns, sequences, trade secrets, technical data, materials, compilations, business forms and operating procedures, disclosures, policies, licenses and practices; (b) names, addresses and contact details of customers or clients or potential customers or

clients; (c) analyses made, or views taken, by the Company or any Group Company in respect of the business, finances, dealings, transactions and affairs of the Company or any Group Company, any customer or client or potential customer or client or any supplier or potential supplier of the Company or any Group Company or any other third party; (d) information in respect of which the Company or any Group Company is bound by an obligation of confidentiality to a third party; (e) information regarding the skills and compensation of other employees or consultants of the Company or any Group Company; and (f) any information which ought reasonably to be regarded as confidential;

“Relevant Period” means the period of twelve (12) months immediately prior to the Termination Date (as defined below);

“Termination Date” means the date on which my internship with the Company terminates for whatever reason; and

“Territory” means any country in which at the Termination Date the Company or any Group Company carries on business or proposes to carry on business.

2. NONDISCLOSURE OF PROPRIETARY INFORMATION.

2.1 Non-Disclosure or Use. At all times during my internship and thereafter, I will hold in the strictest confidence and will not disclose, use, lecture upon or publish any Proprietary Information, in any form or for any purpose, except as such disclosure, use, lecture or publication (a) may be required for the purpose of my work for the Company, (b) is expressly authorized by the Company in writing, or (c) is required by law, provided that, if I am required by law to disclose, use, lecture or publish any Proprietary Information, however, I may disclose Proprietary Information in accordance with a judicial or other governmental order, provided I: (a) promptly notify the Company of such order prior to such disclosure; and (b) provide commercially reasonable assistance to the Company in obtaining a protective order preventing or limiting such disclosure or requiring that the Proprietary Information so disclosed is used only for the purposes for which such order was issued. Further, I will promptly notify the Company, and reasonably cooperate in any effort by the Company to prevent or limit such disclosure, use, lecture or publication. Furthermore, I will obtain the Company’s written approval before publishing or submitting for publication any material (written, verbal, or otherwise) that relates to my work at or for the Company and/or incorporate any Proprietary Information. I acknowledge that all Proprietary Information shall be the sole property of the Company and its successors and assigns. I acknowledge and agree that I shall be receiving Proprietary Information from the Company in trust, and any violation of my obligations under this agreement shall constitute a breach of trust.

2.2 Third Party Information. I understand, in addition, that the Company has received and in the future will receive from third parties confidential or proprietary information (“Third Party Information”) subject to a duty on the Company’s part to maintain the confidentiality of such information and to use it only for certain limited purposes as per company directions. At all times during my internship and thereafter, I will treat Third Party Information as I treat Proprietary Information, and in addition I will not disclose, use, reproduce or deliver Third Party Information except as permitted by the Company’s agreement with the applicable third party and by this agreement.

2.3 No Improper Use of Information of Prior Employers and Others. I will not use in the performance of my duties for the Company, and I will not disclose to anyone at the Company or any Group Company nor bring to the Company, any proprietary or confidential information of any former employer or third party without their prior written authorization.

2.4 Confidentiality of Proprietary Information. For the purpose of this Agreement, Proprietary Information, does not include information which I can clearly prove: (i) is readily available to the public in the same form through no fault of myself; (ii) did not originate from the Company and was lawfully obtained by me in the same form from an independent third party without any restrictions on use or disclosure; (iii) did not originate from the Company and was in my possession in the same form prior to disclosure to me by the Company; or (iv) is independently developed by me without access to any Proprietary Information, as evidenced by my written records.

3. INVENTIONS.

3.1 Proprietary Rights. The term “**Proprietary Rights**” shall mean all intellectual property rights arising from or related to the Inventions, including, but not limited to, patents, copyrights, trademarks, trade name rights, domain name rights, mask work rights, utility rights, design rights, rights in computer software and database rights whether or not any of these are registered and including applications and rights to apply for registration of any such thing), rights in confidential information and trade secrets, and any other intellectual property rights or forms of protection of a similar nature or having equivalent or similar effect to any of these intellectual property rights, throughout the world.

3.2 Prior Inventions. I understand that Inventions, if any, which I conceived, developed, and own prior to the commencement of my internship with the Company are excluded from the scope of the assignment set forth in Section 3.3. I have set forth in **Appendix A** attached hereto a complete list of all Inventions that I have, alone or jointly with others, conceived, developed or reduced to practice or caused to be conceived, developed or reduced to practice, and own, alone or jointly with others, prior to the commencement of my internship with the Company, that I wish to have excluded from the scope of this agreement because I consider them to be my property or the property of third parties (collectively referred to as “**Prior Inventions**”). If disclosure of any such Prior Invention would cause me to violate any prior confidentiality agreement, I understand that I am not to list such Prior Inventions in Appendix A but am only to disclose a cursory name for each such Prior Invention, a listing of the party(ies) to whom it belongs and the fact that full disclosure as to such Prior Invention has not been made for that reason. A space is provided on Appendix A for such purpose. If no such disclosure is attached, I represent that there are no Prior Inventions. If, in the course of my internship with the Company, I incorporate a Prior Invention into a Company product, process or machine, I hereby grant to the Company (and the Company shall have) a non-exclusive, royalty-free, irrevocable, perpetual, worldwide license (with rights to sublicense through multiple tiers of sublicensees) to reproduce, modify and otherwise prepare derivative works based upon, display and perform (publicly or otherwise), distribute, make, have made, offer to sell, sell, import, export, and otherwise use and practice such Prior Invention. Notwithstanding the foregoing, I agree that I will not incorporate, or permit to be incorporated, Prior Inventions in any Company product, process or machine or any Company

Inventions without the Company's prior written consent and without violating any rights of third parties in the Prior Inventions. I confirm that the licensed rights, if any, that vest with Company as mentioned under this Section 3.2, shall not lapse nor shall the rights licensed therein revert to me if the Company does not exercise the licensed rights within a period of one (1) year or for any period from the date of granting the license under the provisions of Section 30A of the Copyright Act, 1957 or any other similar provision under any law.

3.3 Assignment of Inventions. I acknowledge and agree that any copyrightable works prepared by me within the scope of my internship with the Company will be "works made for hire" and that the Company will be considered the author and exclusive owner of such copyrightable works. Subject to Section 3.2, I acknowledge that all Proprietary Rights shall automatically belong to the Company, from creation for the full term of those rights, to the fullest extent permitted by law. To the extent that such Proprietary Rights do not vest in the Company automatically: (i) I hereby irrevocably and absolutely assign in perpetuity and throughout the world and agree to assign in the future, for perpetuity and throughout the world (when any such Proprietary Rights are conceived, developed, first reduced to practice or first fixed in a tangible medium, as applicable) to the Company all right, title and interest in and to any and all such future Proprietary Rights and Company Inventions (and all Proprietary Rights with respect thereto) and (ii) I will hold such Proprietary Rights in trust for the Company and hereby grant to the Company an exclusive, royalty free licence to use such property in its discretion until such Proprietary Rights fully vests and are assigned to the Company. I acknowledge and agree that the stipend payable to me by the Company under the Internship Offer, is sufficient consideration for assignment of Proprietary Rights and grant of licenses, under this Section 3. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957 of India, I agree that any assignment in so far as it relates to copyrightable material shall not lapse nor shall the rights transferred therein revert to me, even if the Company does not exercise the rights under the assignment within a period of one (1) year or for any period from the date of assignment. Under Section 19A of the Copyright Act, 1957 of India, I hereby waive in favour of the Company, irrevocably and unconditionally, all present and future moral rights in which form part of the Proprietary Rights or the Company Inventions and agree not to support, maintain, or permit any claim before the Copyright Board or any other forum for infringement of moral rights in such copyright works. I acknowledge that, because of the nature of my duties and the particular responsibilities arising from such duties, I have, and shall at all times while I am interning at the Company, a special obligation to further the interests of the Company.

3.4 Obligations. I agree not to attempt to register any Proprietary Rights nor patent any Company Inventions unless requested to do so by the Company in writing. Further, during the period of my internship and for six (6) months after termination of my internship with the Company, I will promptly disclose to the Company fully and in writing all Proprietary Rights and Inventions made, authored, conceived, developed, or reduced to practice by me, either alone or jointly with others. In addition, I will promptly disclose to the Company all patent applications filed by me or on my behalf within a year after termination of my internship with the Company.

3.5 Government or Third Party. agree to assist the Company with any assignment of any particular Proprietary Rights and Company Invention to a third party, as directed by the Company in writing.

3.6 Enforcement of Proprietary Rights. I will assist the Company in every proper way to obtain, and from time to time enforce, Proprietary Rights and Company Inventions in any and all countries and jurisdictions, including to such extent where the Inventions created by me do not automatically vest with the Company. I will execute, verify, and deliver such documents and perform such other acts (including appearances as a witness) as the Company may reasonably request for use in applying for, obtaining, perfecting, evidencing, sustaining, and enforcing such Proprietary Rights and the assignment thereof. In addition, I will execute, verify, and deliver confirmatory assignments of such Proprietary Rights to the Company or its designee. My obligations under this Section 3.6 shall continue beyond the termination of my internship. In the event the Company is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraph, I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and on my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of this agreement with the same legal force and effect as if executed by me.

3.7 I acknowledge that, except as provided by law, no further remuneration or compensation, other than the Stipend Amount provided to me under my Internship Offer, is or may become due to me in respect of my compliance with this Section 3.

4. RECORDS I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Company) of all Proprietary Information and Proprietary Rights developed by me and all Inventions made by me, on my own or in connection jointly with others, during the period of my internship with the Company, which records shall be available to the Company for inspection and remain the sole property of the Company at all times.

5. No Conflicting Obligation. I represent that my performance of all the terms of this agreement and as an intern of the Company does not and will not breach any agreement to keep in confidence information acquired by me prior to my internship with the Company. I have not entered into, and I agree I will not enter into, any agreement, either written or oral, in conflict with this Section.

6. Return of Company Property. On the termination of my internship with the Company, or earlier, at the Company's request, I will deliver to the Company any and all tangible property (including, but not limited to, computers, phones, tablets, credit cards, entry cards, identification badges and keys) and any drawings, notes, memoranda, specifications, devices, formulas, and documents, together with all copies thereof, including translations, and any other material containing or disclosing any Company Inventions, Third Party Information and/or Proprietary Information, Proprietary Rights authored, conceived, developed or reduced to practice by me, either alone or jointly with others, during the period of my internship with the Company (whether or not during working hours or using Company premises or resources), whether stored in paper or electronic form (including on any computer, phone, tablet, USB drive, or cloud storage, such as DropBox, personal email, IM or other communications accounts). I further agree that any property situated on the Company's premises or systems and owned or operated by or on behalf of the Company, including disks, CDs and other storage media, email accounts, virtual file storage, filing cabinets or other work areas, is subject to inspection by Company personnel at any time with or

without notice. Prior to leaving, I will cooperate with the Company in completing and signing the Company's Termination Certification as provided in Appendix B.

7. Legal and Equitable Remedies. I acknowledge that the Company would suffer irreparable harm if I breached the terms of the Internship Offer including this Agreement. Since my services are personal and unique and because I may have access to and become acquainted with the Proprietary Information and Proprietary Rights of the Company, the Company shall have the right to enforce this agreement and any of its provisions by injunction, specific performance or other equitable relief, and without prejudice to any other rights and remedies that the Company may have for a breach of this agreement.

8. Notices. Any notices required or permitted hereunder shall be given to the Company, c/o Human Resources, at 37, 6th and 7th floor, Cunningham Road, Sampangi Ramaswamy Temple Road, Vasanthnagar, Bengaluru - 560052, Karnataka, India, or at such other address as either party shall specify in writing to the other (delivered in accordance with the terms of this Section). Such notice shall be deemed given upon personal delivery to the appropriate address or if sent by certified or registered mail, three (3) days after the date of mailing.

9. Notification of New Employer. In the event that I leave the internship of the Company, I hereby consent to the Company or its agent notifying my new employer of my rights and obligations under this agreement.

10. GENERAL PROVISIONS.

10.1 Governing Law; Jurisdiction. This agreement (and any disputes arising out of or in connection with it or its subject matter or formation, including non-contractual disputes or claims) will be governed by and construed in accordance with the laws of India and the parties hereby expressly submit to the exclusive jurisdiction of the courts of Bangalore, India.

10.2 Severability. In case any one or more of the provisions contained in this agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions of this agreement, and this agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. If moreover, any one or more of the provisions contained in this agreement shall for any reason be held to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law as it shall then appear.

10.3 Third Party. I acknowledge that the restrictions in this agreement are given for the benefit of the Company and each Group Company and may be enforced by the Company on behalf of all or any of them. The Company may also assign the benefit of any of the provisions of this agreement to any Group Company. Save for any Group Company, the parties do not intend any third party to have the right to enforce any provision of this agreement.

10.4 Survival. The provisions of this agreement shall survive the termination of my employment and the assignment of this agreement by the Company to any successor in interest or other assignee.

10.5 **Internship.** I agree and understand that nothing in this agreement shall confer any right with respect to continuation of my internship by or assurance of any employment opportunity with the Company, nor shall it interfere in any way with my right or the Company’s right to terminate my internship at any time, with or without cause, and with or without notice.

10.6 **Waiver.** No waiver by the Company of any breach of this agreement shall be a waiver of any preceding or succeeding breach. No waiver by the Company of any right under this agreement shall be construed as a waiver of any other right. The Company shall not be required to give notice to enforce strict adherence to all terms of this agreement.

10.7 **Acknowledgement.** I acknowledge that I have read and understood all of the terms and provisions of this agreement.

10.8 **Counterparts.** This agreement may be executed in any number of counterparts, each of which, when executed, shall constitute a duplicate original, but all the counterparts shall together constitute the one agreement.

10.9 **Entire Agreement.** The obligations pursuant to Sections 2 and 3 of this agreement shall apply to any time during which I previously interned, employed or engaged, or am in the future interning, employed or engaged, by the Company as an intern, employee or consultant if no other agreement governs Proprietary Rights, non-disclosure and assignment of inventions during such period. This agreement and the Internship Offer is the final, complete, and exclusive agreement of the parties with respect to the subject matter hereof and supersedes all prior discussions between us. No modification of or amendment to this agreement, nor any waiver of any rights under this agreement, will be effective unless in writing and signed by the parties. Any subsequent change or changes in my duties, salary or compensation will not affect the validity or scope of this agreement. This agreement shall be effective as of the first day of my internship with the Company.

I HAVE READ THIS AGREEMENT CAREFULLY AND UNDERSTAND ITS TERMS. I HAVE COMPLETELY FILLED OUT EXHIBIT A TO THIS AGREEMENT.

Signed and delivered by:

Varun Shyam

_____ (sign)
Full name of Intern

_____ (sign)

ACCEPTED AND AGREED TO:

SNEX TECHNOLOGY SERVICES PRIVATE LIMITED

SIGNED by [●], the duly authorised representative of the Company for and on behalf of the Company on this [●] day of [●], 2024.



SNEX Technology Services Private Limited
 Formerly known as INTL FCStone Technology Services Private Limited
 CIN: U72900KA2019FTC124766
 www.stonex.com

APPENDIX A
PRIOR INVENTIONS

The Chief Executive Officer
 SNEX TECHNOLOGY SERVICES PRIVATE LIMITED

Dear Madam/ Sir,

1. Except as listed in Section 2 below, the following is a complete list of all inventions or improvements relevant to the subject matter of my internship at SNEX Technologies Services Private Limited that have been made or conceived or first reduced to practice by me along or jointly with others prior to my internship with the Company:

- No invention or improvements (✓/x)
- See below (✓/x)

- Whether Additional Pages Attached (✓/x)

2. Due to a prior legal obligation, I cannot complete the disclosures under Section 1 above with respect to Prior Inventions or Works generally listed below, the proprietary rights and duty of confidentiality with respect to which I owe to the following parties:

No.	Prior Invention or Works	Parties	Relationship
1.			
2.			
3.			

The above facts and information are true and correct to the best of my knowledge and belief.

Yours faithfully

Name _____

Signature _____

Intern Number _____

Date _____

Correspondence Address: 37, 6th and 7th floor, Cunningham Road, Sampangi Ramaswamy
Temple Road, Vasanthnagar, Bengaluru - 560052, Karnataka, India



SNEX Technology Services Private Limited
Formerly known as INTL FCStone Technology Services Private Limited
CIN: U72900KA2019FTC124766
www.stonex.com

APPENDIX B
TERMINATION CERTIFICATION

This is to certify that I do not have in my possession, nor have I failed to return, any papers, records, data, notes, app, equipment, designs, computer programs, and other materials, including reproductions of any of the aforementioned items, belonging to SNEX Technologies Services Private Limited, its subsidiaries, group companies, affiliates, successors, or assigns (together, the “**Company**”).

I further certify that I have complied with all the terms of the Proprietary Information And Inventions Agreement executed between me and the Company, including the reporting of any Inventions, Proprietary Information and works (as defined therein) conceived or made by me (solely or jointly with others) covered by the agreement.

I further agree that, in compliance with the agreement, I will continue to abide by the terms of this agreement to the extent required after termination of my internship and in particular, will continue to keep confidential, all Company Proprietary Information.

I hereby affirm that the following, by way of illustration and not limitation, are Inventions, Proprietary Information and works to which I may have contributed during my internship and that these Inventions, Proprietary Information and works belong exclusively to the Company and the terms of this agreement shall apply accordingly for enforcement of the Proprietary Rights (as defined therein.)

- No invention or improvements (✓/x)
- See below (✓/x)

- Whether Additional Pages Attached (✓/x)

Date _____

Intern's Signature _____

Intern's Name _____

Intern's Number _____

Correspondence Address: 37, 6th and 7th floor, Cunningham Road, Sampangi Ramaswamy
Temple Road, Vasanthnagar, Bengaluru - 560052, Karnataka, India

----- Forwarded message -----

From: Sarah D'souza <sarahdsouza020@gmail.com>
Date: Mon, 28 Oct 2024 at 2:54 PM
Subject: Re: Offer from TATA CROMA
To: PRIYA NAIR <priya.nair@cromaretail.onmicrosoft.com>

I accept the offer.

On Mon, 28 Oct 2024 at 2:53 PM, PRIYA NAIR
<priya.nair@cromaretail.onmicrosoft.com> wrote:

Dear Sarah Jayanthi D

Congratulations!!!

It is our pleasure to extend the following offer of employment to you on behalf of TATA, a division of Infiniti Retail Ltd.

Your designation will be “Department Manager – Account & Admin” as discussed at the time of interview. Location : TATA CROMA-Nagavara Please find below the Letter of Intent for Infiniti Retail Ltd.

Name: Sarah Jayanthi D				
Designation: DM-A&A				
Components	Per Month	Per Annum		
Fixed Components				
Basic	8,250	99,000	25,303	GPM
HRA	4,125	49,500		ESIC
Personal Allowance	12,928	1,55,138	1,800	PF
Cell Phone Allowance	-	-	200	PT
City Comp. Allowance	-	-	23,303.18	Take Home
A.Total Fixed Components	25,303	3,03,638		
Flexibel Components				

- Your Salary details are Personal and Confidential. Sharing or discussing of this Information with anyone other than the HR Department in IRL is against the Company's Policy.

***The above offer is subject to Clearance of Reference check.**

You are requested to revert with the acceptance of the above mentioned offer within the next 24 hours along with the confirmation date of your joining our Organisation.

Please feel free to contact me for any queries or clarifications that you may require.

Thanks Regards,

Priya Amitraj

Human Resource

Mobile: +91 9538837711

Email: priya.nair@infinitiretail.com | Shop at: www.cromaretail.com

Registered Office: Unit No. 701 & 702, 7th Floor, Kaledonia, [Sahar Road, Andheri East, Mumbai - 400069, India](http://www.cromaretail.com)



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468182/Bangalore/BPS/BTN
Date:11/01/2024

Dear Ms. Aishwarya BS,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential

TCSL/DT20234468606

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

No 42, Think Campus, Electronic City phase II, Bangalore - 560 100, Karnataka India

Ph.: +91 80 6724 2000 Fax 91 80 2852 1910 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>

Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021

Corporate Identification No. (CIN): L22210MH1995PLC084781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234468182/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468183/Bangalore/BPS/BTN
Date:11/01/2024

Dear Mr. Akshay S,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468185/Bangalore/BPS/BTN
Date:11/01/2024

Dear Mr. Amith K,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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ANNEXURE 1

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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468183/Bangalore/BPS/BTN
Date:11/01/2024

Dear Ms. Anjali Kumari,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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ANNEXURE 1

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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468186/Bangalore/BPS/BTN
Date:11/01/2024

Dear Mr. Bharath Y,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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ANNEXURE 1

For the candidate to complete:

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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234518829/Bangalore/BPS/BTN

Date:18/01/2024

Dear Ms. Bhoomika Parasuraman,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

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Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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Private and Confidential

TCSL/DT20234518829

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234518829/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468187/Bangalore/BPS/BTN
Date:11/01/2024

Dear Ms. BS Kavya,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential

TCSL/DT20234468606

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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ANNEXURE 1

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This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234468187/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468188/Bangalore/BPS/BTN
Date:11/01/2024

Dear Ms. Chandana Lokesh,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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ANNEXURE 1

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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468189/Bangalore/BPS/BTN
Date:11/01/2024

Dear Ms. Deeksha Ravi,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468190/Bangalore/BPS/BTN
Date:11/01/2024

Dear Ms. Deepika H,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Private and Confidential

TCSL/DT20234468606

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468191/Bangalore/BPS/BTN
Date:11/01/2024

Dear Mr. Ghokulnath S k,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential

TCSL/DT20234468606

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021

Corporate Identification No. (CIN): L22210MH1995PLC084781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234468191 /Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468192/Bangalore/BPS/BTN
Date:11/01/2024

Dear Ms. Indushree Yadav,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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ANNEXURE 1

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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468193/Bangalore/BPS/BTN
Date:11/01/2024

Dear Mr. Keshav ,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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ANNEXURE 1

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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468194/Bangalore/BPS/BTN
Date:11/01/2024

Dear Ms. Kshama Tarun,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Private and Confidential

TCSL/DT20234468606

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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ANNEXURE 1

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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468195/Bangalore/BPS/BTN
Date:11/01/2024

Dear Ms. Misba Razvia,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468196/Bangalore/BPS/BTN
Date:11/01/2024

Dear Mr. Mohammed Muntaquen,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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ANNEXURE 1

For the candidate to complete:

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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468197/Bangalore/BPS/BTN
Date:11/01/2024

Dear Mr. Prajwal M,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234468197/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468198/Bangalore/BPS/BTN
Date:11/01/2024

Dear Mr. Prem Y,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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ANNEXURE 1

For the candidate to complete:

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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468199/Bangalore/BPS/BTN
Date:11/01/2024

Dear Ms. Raksha Chavan,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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ANNEXURE 1

For the candidate to complete:

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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468200/Bangalore/BPS/BTN
Date:11/01/2024

Dear Mr. Rayapuram Kumar,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234468200/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468201/Bangalore/BPS/BTN
Date:11/01/2024

Dear Mr. Roopesh Gowda H S,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

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ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234468201/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468202/Bangalore/BPS/BTN
Date:11/01/2024

Dear Mr. S M Vishwas Manjunath,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential

TCSL/DT20234468606

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

No 42, Think Campus, Electronic City phase II, Bangalore - 560 100, Karnataka India

Ph.: +91 80 6724 2000 Fax 91 80 2852 1910 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>

Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021

Corporate Identification No. (CIN): L22210MH1995PLC084781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234468606/Bangalore/BPS/BTN

Date:11/01/2024

Dear Ms. S Swathi,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468203/Bangalore/BPS/BTN
Date:11/01/2024

Dear Mr. Sampurna Pareek,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468204/Bangalore/BPS/BTN
Date:11/01/2024

Dear Ms. Sanjana G,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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ANNEXURE 1

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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468205/Bangalore/BPS/BTN
Date:11/01/2024

Dear Ms. Shripriya Cg,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468206/Bangalore/BPS/BTN
Date:11/01/2024

Dear Ms. Sneha Mahadevan,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

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TCSL/DT20234468606

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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ANNEXURE 1

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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468207/Bangalore/BPS/BTN
Date:11/01/2024

Dear Mr. Tarun P,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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TCSL/DT20234468606

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468208/Bangalore/BPS/BTN
Date:11/01/2024

Dear Mr. V Nikhil Venkatesh,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Girish V. Nandimath
Global Head Talent Acquisition & AIP



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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468209/Bangalore/BPS/BTN
Date:11/01/2024

Dear Ms. Vaishnavi Sandur,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468210/Bangalore/BPS/BTN
Date:11/01/2024

Dear Mr. Varun G,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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TCSL/DT20234468606

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Girish V. Nandimath
Global Head Talent Acquisition & AIP



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Signature:

Name:

Date:

Offer Letter

Dear **Eshwar B M**,

Congratulations! We are pleased to confirm that you have been selected to work for **Way For Life**. We are delighted to make you the following job offer:

The position we are offering you is that of **Financial operations Associate** with an annual cost to company of 300000. This position reports to Uday Kumar K.

We would like you to start work on 01/08/24. Please report to Uday Kumar K for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by 05/08/2024 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Way For Life and look forward to working with you.

Sincerely,

Gouthami N
Way For Life

Accepted by,
Eshwar B M

Annexure A

1. Posting and Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

Annexure B

This is your expected salary structure.

Salary Component	Monthly	Yearly
Basic Salary	12,500	1,50,000
HRA	6,250	75,000
Special Allowance	3,750	45,000
LTA	2,500	30,000
Total	25,000	3,00,000

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of TDS, PF, ESI and professional taxes in accordance with applicable law.

PRIVILEGED AND CONFIDENTIAL

12/09/2024
Meghana S

Apprenticeship: Offer Letter

Dear Meghana S,

We are pleased to offer you a position of Intern at Anko (Regd. as **KAS Services India Private Limited**) (herein referred to as "Company") on the following terms and conditions.

Commencement of Apprenticeship:	As mutually agreed, you are required to join the Company no later than 16/Sep/24. In the event you are unable to join on the Date of Commencement, the Company will have the option to rescind this offer. The apprenticeship will commence from 16/Sep/24 for a period of 1 year.
Monthly Stipend:	Your monthly stipend shall be INR 20,000, which shall be subject to deductions on account of withholding taxes and contributions under applicable laws, rules, and regulations in India and/or under the terms of your apprenticeship.
Insurance Coverage:	You will be entitled for personal accident insurance for self during the period of your apprenticeship with the Company as per the policy made available to the employees of the Company
Background Verification:	As a condition of your employment with the company, you agree to a background verification check and said employment is subject to you clearing the background verification process subject to the requirements of the company.

Your apprenticeship with the Company will require you to be bound by all rules, regulations, policies, and guidelines issued by the Company from time to time, in relation to, but not limited to personal and professional conduct, non-disclosure of confidential information and discipline.

We welcome you to the Company and take this opportunity to wish you a long and successful career with us. Please sign and submit a copy of this Letter as your acceptance of the offer within 2 (two) days from hereof. If we do not receive your acceptance within the above-mentioned 2 (two) days period, this offer shall lapse and shall not be applicable for acceptance thereafter. By signing this Letter, you also consent to the collection, use, transfer, disclosure, storage, and retention of your Personal Data.

Thank you,

Yours sincerely,

Accepted By:

Remona Lingham
Head of People and Capability

Meghana S



Regd. Address:

KAS Services India Private Limited
Banyan Block L-1, 5th Floor,
Embassy Manyata Business Park SEZ
Outer Ring Road, Bangalore, India 560045

CIN U72900KA2018PTC111271



+91 80 4683 4000



ankogcc@anko.com



www.ankogcc.com





BIG BULLS

"A boon to your investment"

EMPLOYMENT OFFER

Dear KIRAN B R,

With reference to your application and subsequent interview, we are pleased to offer you a position as **"FINANCE EXECUTIVE"** at **Big Bulls**

This is a full time role and your CTC will be **3,25,000** lakh per annum. The tenure of training would be minimum of 2 months i.e., starting from **01-04-2024**.

Also, at the time of joining scanned & send photo copy of –Bonafide certificate, Aadhar Card, PAN Card, passport photo, and college ID card. We look forward to a mutually rewarding relationship.

BIG BULLS



Yours Sincerely,

HR Department

For this position, your major duties include

On your Joining you will be working on a project for period minimum of 2 months tentatively from, **01-04-2024**

1. During your training you will be provided with ongoing feedback on your performances as measured against the goals and expectation of your position and program. Upon completion of task you will undergo a performance evaluation process based on the company's performance criteria for trainee.
2. You will be required to apply and maintain the highest standard of personal conduct and integrity and comply with all the policies and procedures of the company.
3. You are aware that during your training, you will have access to and be entrusted with information in respect of the business if the company and its dealings, transaction and affairs, all which information's is to be confidential and/or proprietary.
4. All notes and memorandum (whether in physical or electronic media) of any trade secrets are confidential information concerning the business of the company or any its supplier, agents clients distributors or customers which shall be acquired, received or made by you during your training shall be property of the company and shall be surrendered by you at the end of your training.

Explanation: "Confidential information" means the company's secrets and extends to all knowledge and information relating to the company's business, organization, finances, processes, specifications and technology.

5. You will be required to work Monday to Saturday (inclusive) during training and your normal working hours shall be structured in accordance with the specific details of the work you are engaged in.

6. The company at any time decide to terminate your training under this agreement without notice and without payment in lieu of notice, on any ground whatsoever, including change in the company's own plans and operations, or ground whatsoever, including change in the company's own plans and operations, or ground of unsatisfactory performance, gross default or misconduct in connection with or affecting the business of the company or violation of the company's policies, or absence without prior approval of your manager, or in the event of any breach or non-observance by yourself or any of the stipulations contained in this agreement which, in the company opinion is materially determined to its interest.

7. You shall be promptly terminated whenever requested by the company and in any event upon the termination of your offer (however and whenever such termination occurs) deliver to the company (or as otherwise directed by the company) all keys and passes, computers, computer disks, correspondence, documents, books, papers, files, records and reports and other property or materials belonging to or relating to the business of the company or control in the course of or in course queries of your offer.

Acceptance

BIG BULLS

Name:

Signature:

Date:



Memorandum of Understandings

This memorandum of Understanding is executed on (25-03-2024) between two parties indicated below:

- **Big Bulls**
- **KIRAN B R**

This Memorandum of Understanding stands as evidence that **Big Bulls** and **KIRAN B R**, from **DAYANANDA SAGAR UNIVERSITY** have agreed upon the agreement.

Best Regards,

Candidate Signature

HR Department

Big Bulls

Big Bulls

Workz Floor, D Block, 103 A, Motati Meadows 1st Floor Bennigna halli, Old MadrasRoad, above ICICI Bank, near Gopalan mall, Bangalore 560016



BIG BULLS

"A boon to your investment"

EMPLOYMENT OFFER

Dear MYTHRI N,

With reference to your application and subsequent interview, we are pleased to offer you a position as **"FINANCE EXECUTIVE"** at **Big Bulls**

This is a full time role and your CTC will be **3,25,000** lakh per annum. The tenure of training would be minimum of 2 months i.e., starting from **01-04-2024**.

Also, at the time of joining scanned & send photo copy of –Bonafide certificate, Aadhar Card, PAN Card, passport photo, and college ID card. We look forward to a mutually rewarding relationship.

BIG BULLS



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HR Department

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Acceptance

BIG BULLS

Name:

Signature:

Date:



Memorandum of Understandings

This memorandum of Understanding is executed on (25-03-2024) between two parties indicated below:

- **Big Bulls**
- **MYTHRI N**

This Memorandum of Understanding stands as evidence that **Big Bulls** and **MYTHRI N**, from **DAYANANDA SAGAR UNIVERSITY** have agreed upon the agreement.

Best Regards,

Candidate Signature

HR Department

Big Bulls

Big Bulls

Workz Floor, D Block, 103 A, Motati Meadows 1st Floor Bennigna halli, Old MadrasRoad, above ICICI Bank, near Gopalan mall, Bangalore 560016



BIG BULLS

"A boon to your investment"

EMPLOYMENT OFFER

Dear TEJU K,

With reference to your application and subsequent interview, we are pleased to offer you a position as **"FINANCE EXECUTIVE"** at **Big Bulls**

This is a full time role and your CTC will be **3,25,000** lakh per annum. The tenure of training would be minimum of 2 months i.e., starting from **01-04-2024**.

Also, at the time of joining scanned & send photo copy of –Bonafide certificate, Aadhar Card, PAN Card, passport photo, and college ID card. We look forward to a mutually rewarding relationship.

BIG BULLS



Yours Sincerely,

HR Department

For this position, your major duties include

On your Joining you will be working on a project for period minimum of 2 months tentatively from, **01-04-2024**

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Acceptance

BIG BULLS

Name:

Signature:

Date:



Memorandum of Understandings

This memorandum of Understanding is executed on (25-03-2024) between two parties indicated below:

- **Big Bulls**
- **TEJU K**

This Memorandum of Understanding stands as evidence that **Big Bulls** and **TEJU K**, from **DAYANANDA SAGAR UNIVERSITY** have agreed upon the agreement.

Best Regards,

Candidate Signature

HR Department

Big Bulls

Big Bulls

Workz Floor, D Block, 103 A, Motati Meadows 1st Floor Bennigna halli, Old MadrasRoad, above ICICI Bank, near Gopalan mall, Bangalore 560016



BIG BULLS

"A boon to your investment"

EMPLOYMENT OFFER

Dear UMME HABEEBA,

With reference to your application and subsequent interview, we are pleased to offer you a position as **"FINANCE EXECUTIVE"** at **Big Bulls**

This is a full time role and your CTC will be **3,25,000** lakh per annum. The tenure of training would be minimum of 2 months i.e., starting from **01-04-2024**.

Also, at the time of joining scanned & send photo copy of –Bonafide certificate, Aadhar Card, PAN Card, passport photo, and college ID card. We look forward to a mutually rewarding relationship.

BIG BULLS



Yours Sincerely,

HR Department

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Acceptance

BIG BULLS

Name:

Signature:

Date:



Memorandum of Understandings

This memorandum of Understanding is executed on (25-03-2024) between two parties indicated below:

- **Big Bulls**
- **UMME HABEEBA**

This Memorandum of Understanding stands as evidence that **Big Bulls** and **UMME HABEEBA**, from **DAYANANDA SAGAR UNIVERSITY** have agreed upon the agreement.

Best Regards,

Candidate Signature

HR Department

Big Bulls

Big Bulls

Workz Floor, D Block, 103 A, Motati Meadows 1st Floor Bennigna halli, Old MadrasRoad, above ICICI Bank, near Gopalan mall, Bangalore 560016



BIG BULLS

"A boon to your investment"

EMPLOYMENT OFFER

Dear VIVEKARADHYA N,

With reference to your application and subsequent interview, we are pleased to offer you a position as **"FINANCE EXECUTIVE"** at **Big Bulls**

This is a full time role and your CTC will be **3,25,000** lakh per annum. The tenure of training would be minimum of 2 months i.e., starting from **01-04-2024**.

Also, at the time of joining scanned & send photo copy of –Bonafide certificate, Aadhar Card, PAN Card, passport photo, and college ID card. We look forward to a mutually rewarding relationship.

BIG BULLS



Yours Sincerely,

HR Department

For this position, your major duties include

On your Joining you will be working on a project for period minimum of 2 months tentatively from, **01-04-2024**

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7. You shall be promptly terminated whenever requested by the company and in any event upon the termination of your offer (however and whenever such termination occurs) deliver to the company (or as otherwise directed by the company) all keys and passes, computers, computer disks, correspondence, documents, books, papers, files, records and reports and other property or materials belonging to or relating to the business of the company or control in the course of or in course queries of your offer.

Acceptance

BIG BULLS

Name:

Signature:

Date:



Memorandum of Understandings

This memorandum of Understanding is executed on (25-03-2024) between two parties indicated below:

- **Big Bulls**
- **VIVEKARADHYA N**

This Memorandum of Understanding stands as evidence that **Big Bulls** and **VIVEKARADHYA N**, from **DAYANANDA SAGAR UNIVERSITY** have agreed upon the agreement.

Best Regards,

Candidate Signature

HR Department

Big Bulls

Big Bulls

Workz Floor, D Block, 103 A, Motati Meadows 1st Floor Bennigna halli, Old MadrasRoad, above ICICI Bank, near Gopalan mall, Bangalore 560016



**Broadridge Financial Solutions (India)
Private Limited**
Survey No. 64 (Adjacent to Cyber Towers)
Hi-Tec City, Madhapur, Serilingampally Mandal
Ranga Reddy District, Telangana-500081
CIN: U74999TG2007PTC052368

B +91 40 6627 8000
F +91 40 6602 8444

21/08/2024

Ditesh R

153, Sarakki main road, JP nagar 1st phase, Bangalore, Karnataka 560078

Letter of Apprenticeship

Dear Ditesh,

We are hereby pleased to inform you that you have been selected as an Apprentice in Broadridge Financial Solutions (India) Private Limited (the "Company" or "Broadridge") in pursuance to the Apprentices Act 1961 as amended from time to time. Your Apprenticeship period starts from 26/08/2024 and will end on 25/08/2025. During this period, the Company will be imparting on the job training and industrial exposure to you.

The Company works 7 days a week, 24 hours a day. You may be required, during the assigned hours which might include night shifts, to avail the training. You will be required to undergo training 5 days a week and your weekly off may not necessarily be on Saturday and Sunday.

You will be paid a monthly stipend as follows: -

Sr. No	Particulars	Monthly Stipend amount paid by NATS Authority directly to you in INR (a)	Monthly Stipend amount paid by the Company to you in INR (b)	Monthly Total Stipend payable to you in INR (a)+(b)= (c)
1	For the first 6 months of your Apprenticeship /training period	4500	20500	25000
2	For the following next 6 months of your Apprenticeship /training period	4500	23500	28000

Based on your performance during this period and company requirements, the Company may offer you a position of employment at its sole discretion.

In addition to the above Stipend, on receiving the employment offer with the Company, you shall be eligible to get one-time Bonus of INR 75,000 (Seventy five thousand) that shall be payable to you.



**Broadridge Financial Solutions (India)
Private Limited**
Survey No. 64 (Adjacent to Cyber Towers)
Hi-Tec City, Madhapur, Serilingampally Mandal
Ranga Reddy District, Telangana-500081
CIN: U74999TG2007PTC052368

B +91 40 6627 8000
F +91 40 6602 8444

The said payout is contingent to your active association with the Company on the payout date. In event your employment ends with the organization, for any reason whatsoever – within 12 months, from the date of payout, you will be required to refund the amount in full to the organization.

Background check: For verification – you shall be required to submit valid government ID proof(s) to the Company, and that you consent to the Company to collect, use, and store the same for the purpose stated herein.

Separation and Notice Period: The Company reserves the right to terminate your training at any time during this training period in case of misconduct or such matter.

In event you wish to resign from the Company for any reason whatsoever, during first six months of Apprenticeship/training period you shall be required to serve a notice period of 30 days and during remaining six months, notice period shall be 90 days; from the date of your written resignation furnished to the Company, as applicable.

Miscellaneous:

During your Apprenticeship with the Company, you shall be governed by Broadridge policies and procedures.

The terms of this Letter are intended to be kept strictly confidential.

Once again, we express our unanimous excitement at the prospect of you joining our Company.

We look forward to the prospect of a long and mutually rewarding professional relationship.

Sincerely,

Accepted

Ritu Rakhra
Head – Human Resources

Ditesh R



Broadridge Financial Solutions (India) Private Limited
Survey No. 64 (Adjacent to Cyber Towers)
Hi-Tec City, Madhapur, Serilingampally Mandal
Ranga Reddy District, Telangana-500081
CIN: U74999TG2007PTC052368

B +91 40 6627 8000
F +91 40 6602 8444

21/08/2024

Akshari C
JP nagar 1st phase, Bangalore, Karnataka 560078

Letter of Apprenticeship

Dear Akshari,

We are hereby pleased to inform you that you have been selected as an Apprentice in Broadridge Financial Solutions (India) Private Limited (the "Company" or "Broadridge") in pursuance to the Apprentices Act 1961 as amended from time to time. Your Apprenticeship period starts from 26/08/2024 and will end on 25/08/2025. During this period, the Company will be imparting on the job training and industrial exposure to you.

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Private Limited**
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Ranga Reddy District, Telangana-500081
CIN: U74999TG2007PTC052368

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The terms of this Letter are intended to be kept strictly confidential.

Once again, we express our unanimous excitement at the prospect of you joining our Company. We look forward to the prospect of a long and mutually rewarding professional relationship.

Sincerely,

Accepted

Ritu Rakhra
Head – Human Resources

Akshari C

**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/123243338/2024-25

04.07.2024

SELECTION CUM OFFER LETTER

To
Apoorva P Rao,
S.P.G. Colony, Tavarekere,
Magadi Main Rd, Bengaluru,
Karnataka 562130.
Mob No: 9353478554

Dear Apoorva P Rao,

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

Before joining the Bank you will have to undergo a **Preliminary Induction Programme** the details of which will be communicated to you separately. After satisfactory completion of the Preliminary Induction Programme you shall be issued the appointment/posting order specifying your role and responsibility and the place of initial posting.

During the probationary period of Eighteen months, your Gross annual Fixed Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,21,216/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy General Manager
HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in



**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/123243338/2024-25] as
Relationship Manager I Cadre**

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.



9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Pre-Induction Programme

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you. While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted. Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Probationary Relationship Manager I**. You are bound by the service conditions as applicable to the said cadre of the Bank.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.



If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.

Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days. You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

If you remain absent unauthorized beyond 30 days, either without any intimation or after rejection of leave or after submission of resignation without serving the stipulated notice period, it would be construed that you have deserted your job and lost lien on your job, consequent upon which the Management may remove your name from the rolls of the Bank. However, the Bank can recover the dues such as cost of training and other dues, if any.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Responsibility Special Allowance

A fixed percentage of the increments you may be eligible to receive in the future after joining the Bank will be deducted and accumulated under the Responsibility Special Allowance. RSA will be paid as part of your Fixed CTC. The terms of this allowance will be governed by the rules specified by the Management from time to time.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.



Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future. Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.

Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.



- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 08.07.2024, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.

Welcome to the CUB family.

With Regards



R. Subbaraman
Deputy General Manager
HRMD

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

Signature

Name: _____ Date: _____ Place: _____



Annexure-II to your Offer of Employment [HRMD/OFFLTR/123243338/2024-25] as Probationary Relationship Manager I

COMPENSATION DETAILS		
Name	Shri.Apoorva P Rao	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	10,000/-	1,20,000/-
Fixed DA ¹	2,500/-	30,000/-
HRA ²	2,000/-	24,000/-
CCA ²	700/-	8,400/-
Basket of Allowances ³	8,050/-	96,600/-
Gross Pay	23,250/-	2,79,000/-
PF – Management Contribution	1,250/-	15,000/-
NPS ⁴ –Management Contribution	500/-	6,000/-
Gratuity	601/-	7,212/-
Approx. Medclaim Insurance	1,167/-	14,004/-
Fixed CTC	26,768/-	3,21,216/-
Approx. monetary value of perks towards subsidised Loan for Housing ⁶	16,479/-	1,97,748/-
Approx. monetary value of perks towards subsidised Loan for Two Wheeler ⁷	875/-	10,500/-
Total CTC	44,122/-	5,29,464/-

Note:

- Dearness Allowance:-** Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- HRA and CCA:-** Based on your place of posting. However the Fixed CTC will remain unchanged.
- Basket of Allowances:-** All-inclusive of Sales & Operations allowance, Medical Reimbursement, LFC & any other allowances.
- National Pension Scheme (NPS):-** The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- Variable CTC (MSP+Ex-gratia at Max. Payout):-** will be considered purely at the discretion of the Management based on the performance of the employee, financial performance of the Bank and also subject to terms and conditions stipulated from time to time.
- Subsidised Staff Housing Loan:-** You will be eligible for a staff housing loan after confirmation of service at an interest of 3.5% per annum All other terms and conditions will be as per the staff housing loan policy of the Bank.
- Subsidised Staff Two wheeler Loan:** You will be eligible for a staff two wheeler loan at an interest rate of 5% per annum. All other terms and conditions will be as per the loan policy of the Bank.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.





STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/123243338/2024-25

04.07.2024

SELECTION CUM OFFER LETTER

To
Ashrith K Udupa,
Off Magadi Main Road,
Tavarekere, Bengaluru,
Karnataka 562130.
Mob No: 9353478554

Dear Ashrith K Udupa,

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

Before joining the Bank you will have to undergo a **Preliminary Induction Programme** the details of which will be communicated to you separately. After satisfactory completion of the Preliminary Induction Programme you shall be issued the appointment/posting order specifying your role and responsibility and the place of initial posting.

During the probationary period of Eighteen months, your Gross annual Fixed Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,21,216/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy General Manager
HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar, Kumbakonam - 612 001, Tamil Nadu, India.

Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in



**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/123243338/2024-25] as
Relationship Manager I Cadre**

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.



9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Pre-Induction Programme

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you. While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted. Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Probationary Relationship Manager I**. You are bound by the service conditions as applicable to the said cadre of the Bank.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.



If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.

Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days. You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

If you remain absent unauthorized beyond 30 days, either without any intimation or after rejection of leave or after submission of resignation without serving the stipulated notice period, it would be construed that you have deserted your job and lost lien on your job, consequent upon which the Management may remove your name from the rolls of the Bank. However, the Bank can recover the dues such as cost of training and other dues, if any.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

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Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Responsibility Special Allowance

A fixed percentage of the increments you may be eligible to receive in the future after joining the Bank will be deducted and accumulated under the Responsibility Special Allowance. RSA will be paid as part of your Fixed CTC. The terms of this allowance will be governed by the rules specified by the Management from time to time.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.



Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future. Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.

Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.



- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 08.07.2024, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.

Welcome to the CUB family.

With Regards



R. Subbaraman
Deputy General Manager
HRMD

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

Signature

Name: _____ Date: _____ Place: _____



Annexure-II to your Offer of Employment [HRMD/OFFLTR/123243338/2024-25] as Probationary Relationship Manager I

COMPENSATION DETAILS		
Name	Shri.Ashrith K Udupa	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	10,000/-	1,20,000/-
Fixed DA ¹	2,500/-	30,000/-
HRA ²	2,000/-	24,000/-
CCA ²	700/-	8,400/-
Basket of Allowances ³	8,050/-	96,600/-
Gross Pay	23,250/-	2,79,000/-
PF – Management Contribution	1,250/-	15,000/-
NPS ⁴ –Management Contribution	500/-	6,000/-
Gratuity	601/-	7,212/-
Approx. Medclaim Insurance	1,167/-	14,004/-
Fixed CTC	26,768/-	3,21,216/-
Approx. monetary value of perks towards subsidised Loan for Housing ⁶	16,479/-	1,97,748/-
Approx. monetary value of perks towards subsidised Loan for Two Wheeler ⁷	875/-	10,500/-
Total CTC	44,122/-	5,29,464/-

Note:

- Dearness Allowance:-** Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- HRA and CCA:-** Based on your place of posting. However the Fixed CTC will remain unchanged.
- Basket of Allowances:-** All-inclusive of Sales & Operations allowance, Medical Reimbursement, LFC & any other allowances.
- National Pension Scheme (NPS):-** The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- Variable CTC (MSP+Ex-gratia at Max. Payout):-** will be considered purely at the discretion of the Management based on the performance of the employee, financial performance of the Bank and also subject to terms and conditions stipulated from time to time.
- Subsidised Staff Housing Loan:-** You will be eligible for a staff housing loan after confirmation of service at an interest of 3.5% per annum All other terms and conditions will be as per the staff housing loan policy of the Bank.
- Subsidised Staff Two wheeler Loan:** You will be eligible for a staff two wheeler loan at an interest rate of 5% per annum. All other terms and conditions will be as per the loan policy of the Bank.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.





STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/123243338/2024-25

04.07.2024

SELECTION CUM OFFER LETTER

To
Chiranjeevi R S,
Gulganj Halli, Bengaluru,
Karnataka 562130.
Mob No: 9353478554

Dear Chiranjeevi R S,

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

Before joining the Bank you will have to undergo a **Preliminary Induction Programme** the details of which will be communicated to you separately. After satisfactory completion of the Preliminary Induction Programme you shall be issued the appointment/posting order specifying your role and responsibility and the place of initial posting.

During the probationary period of Eighteen months, your Gross annual Fixed Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,21,216/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy General Manager
HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar, Kumbakonam - 612 001, Tamil Nadu, India.

Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in



**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/123243338/2024-25] as
Relationship Manager I Cadre**

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.



9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Pre-Induction Programme

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you. While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted. Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Probationary Relationship Manager I**. You are bound by the service conditions as applicable to the said cadre of the Bank.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.



If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.

Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days. You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

If you remain absent unauthorized beyond 30 days, either without any intimation or after rejection of leave or after submission of resignation without serving the stipulated notice period, it would be construed that you have deserted your job and lost lien on your job, consequent upon which the Management may remove your name from the rolls of the Bank. However, the Bank can recover the dues such as cost of training and other dues, if any.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Responsibility Special Allowance

A fixed percentage of the increments you may be eligible to receive in the future after joining the Bank will be deducted and accumulated under the Responsibility Special Allowance. RSA will be paid as part of your Fixed CTC. The terms of this allowance will be governed by the rules specified by the Management from time to time.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.



Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future. Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.

Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.



- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 08.07.2024, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.

Welcome to the CUB family.

With Regards



R. Subbaraman
Deputy General Manager
HRMD

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

Signature

Name: _____ Date: _____ Place: _____



**Annexure-II to your Offer of Employment [HRMD/OFFLTR/123243338/2024-25] as
Probationary Relationship Manager I**

COMPENSATION DETAILS		
Name	Shri.Chiranjeevi R S	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	10,000/-	1,20,000/-
Fixed DA ¹	2,500/-	30,000/-
HRA ²	2,000/-	24,000/-
CCA ²	700/-	8,400/-
Basket of Allowances ³	8,050/-	96,600/-
Gross Pay	23,250/-	2,79,000/-
PF – Management Contribution	1,250/-	15,000/-
NPS ⁴ –Management Contribution	500/-	6,000/-
Gratuity	601/-	7,212/-
Approx. Medclaim Insurance	1,167/-	14,004/-
Fixed CTC	26,768/-	3,21,216/-
Approx. monetary value of perks towards subsidised Loan for Housing ⁶	16,479/-	1,97,748/-
Approx. monetary value of perks towards subsidised Loan for Two Wheeler ⁷	875/-	10,500/-
Total CTC	44,122/-	5,29,464/-

Note:

- Dearness Allowance:-** Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- HRA and CCA:-** Based on your place of posting. However the Fixed CTC will remain unchanged.
- Basket of Allowances:-** All-inclusive of Sales & Operations allowance, Medical Reimbursement, LFC & any other allowances.
- National Pension Scheme (NPS):-** The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- Variable CTC (MSP+Ex-gratia at Max. Payout):-** will be considered purely at the discretion of the Management based on the performance of the employee, financial performance of the Bank and also subject to terms and conditions stipulated from time to time.
- Subsidised Staff Housing Loan:-** You will be eligible for a staff housing loan after confirmation of service at an interest of 3.5% per annum All other terms and conditions will be as per the staff housing loan policy of the Bank.
- Subsidised Staff Two wheeler Loan:** You will be eligible for a staff two wheeler loan at an interest rate of 5% per annum. All other terms and conditions will be as per the loan policy of the Bank.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/123243338/2024-25

04.07.2024

SELECTION CUM OFFER LETTER

To
Kiran B R,
Tavarekere Kengeri Road,
Bengaluru, Margondanahalli,
Karnataka 562130.
Mob No: 9353478554

Dear Kiran B R,

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

Before joining the Bank you will have to undergo a **Preliminary Induction Programme** the details of which will be communicated to you separately. After satisfactory completion of the Preliminary Induction Programme you shall be issued the appointment/posting order specifying your role and responsibility and the place of initial posting.

During the probationary period of Eighteen months, your Gross annual Fixed Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,21,216/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy General Manager
HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.

Tel: +91 (0435) 2402322, +91 93817 37719**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**



**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/123243338/2024-25] as
Relationship Manager I Cadre**

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.



9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Pre-Induction Programme

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you. While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted. Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Probationary Relationship Manager I**. You are bound by the service conditions as applicable to the said cadre of the Bank.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.



If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.

Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days. You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

If you remain absent unauthorized beyond 30 days, either without any intimation or after rejection of leave or after submission of resignation without serving the stipulated notice period, it would be construed that you have deserted your job and lost lien on your job, consequent upon which the Management may remove your name from the rolls of the Bank. However, the Bank can recover the dues such as cost of training and other dues, if any.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Responsibility Special Allowance

A fixed percentage of the increments you may be eligible to receive in the future after joining the Bank will be deducted and accumulated under the Responsibility Special Allowance. RSA will be paid as part of your Fixed CTC. The terms of this allowance will be governed by the rules specified by the Management from time to time.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.



Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future. Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.

Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.



- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 08.07.2024, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.

Welcome to the CUB family.

With Regards



R. Subbaraman
Deputy General Manager
HRMD

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

Signature

Name: _____ Date: _____ Place: _____



**Annexure-II to your Offer of Employment [HRMD/OFFLTR/123243338/2024-25] as
Probationary Relationship Manager I**

COMPENSATION DETAILS		
Name	Shri.Kiran B R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	10,000/-	1,20,000/-
Fixed DA ¹	2,500/-	30,000/-
HRA ²	2,000/-	24,000/-
CCA ²	700/-	8,400/-
Basket of Allowances ³	8,050/-	96,600/-
Gross Pay	23,250/-	2,79,000/-
PF – Management Contribution	1,250/-	15,000/-
NPS ⁴ –Management Contribution	500/-	6,000/-
Gratuity	601/-	7,212/-
Approx. Medclaim Insurance	1,167/-	14,004/-
Fixed CTC	26,768/-	3,21,216/-
Approx. monetary value of perks towards subsidised Loan for Housing ⁶	16,479/-	1,97,748/-
Approx. monetary value of perks towards subsidised Loan for Two Wheeler ⁷	875/-	10,500/-
Total CTC	44,122/-	5,29,464/-

Note:

- Dearness Allowance:-** Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- HRA and CCA:-** Based on your place of posting. However the Fixed CTC will remain unchanged.
- Basket of Allowances:-** All-inclusive of Sales & Operations allowance, Medical Reimbursement, LFC & any other allowances.
- National Pension Scheme (NPS):-** The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- Variable CTC (MSP+Ex-gratia at Max. Payout):-** will be considered purely at the discretion of the Management based on the performance of the employee, financial performance of the Bank and also subject to terms and conditions stipulated from time to time.
- Subsidised Staff Housing Loan:-** You will be eligible for a staff housing loan after confirmation of service at an interest of 3.5% per annum All other terms and conditions will be as per the staff housing loan policy of the Bank.
- Subsidised Staff Two wheeler Loan:** You will be eligible for a staff two wheeler loan at an interest rate of 5% per annum. All other terms and conditions will be as per the loan policy of the Bank.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.





STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/123243338/2024-25

04.07.2024

SELECTION CUM OFFER LETTER

To
Shri.Manish Kumar Ray,
No. 39/21, 2nd Main Road,
4th Cross,
Balaji Nagar - 560029.
Mob No: 9206998777

Dear Manish Kumar Ray,

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

Before joining the Bank you will have to undergo a **Preliminary Induction Programme** the details of which will be communicated to you separately. After satisfactory completion of the Preliminary Induction Programme you shall be issued the appointment/posting order specifying your role and responsibility and the place of initial posting.

During the probationary period of Eighteen months, your Gross annual Fixed Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,21,216/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy General Manager
HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar, Kumbakonam - 612 001, Tamil Nadu, India.

Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in



**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/123243338/2024-25] as
Relationship Manager I Cadre**

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.



9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Pre-Induction Programme

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you. While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th,UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted. Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Probationary Relationship Manager I**. You are bound by the service conditions as applicable to the said cadre of the Bank.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.



If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.

Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days. You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

If you remain absent unauthorized beyond 30 days, either without any intimation or after rejection of leave or after submission of resignation without serving the stipulated notice period, it would be construed that you have deserted your job and lost lien on your job, consequent upon which the Management may remove your name from the rolls of the Bank. However, the Bank can recover the dues such as cost of training and other dues, if any.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Responsibility Special Allowance

A fixed percentage of the increments you may be eligible to receive in the future after joining the Bank will be deducted and accumulated under the Responsibility Special Allowance. RSA will be paid as part of your Fixed CTC. The terms of this allowance will be governed by the rules specified by the Management from time to time.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.



Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future. Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.

Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.



- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 08.07.2024, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.

Welcome to the CUB family.

With Regards



R. Subbaraman
Deputy General Manager
HRMD

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

Signature

Name: _____ Date: _____ Place: _____



**Annexure-II to your Offer of Employment [HRMD/OFFLTR/123243338/2024-25] as
Probationary Relationship Manager I**

COMPENSATION DETAILS		
Name	Shri.Manish Kumar Ray	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	10,000/-	1,20,000/-
Fixed DA ¹	2,500/-	30,000/-
HRA ²	2,000/-	24,000/-
CCA ²	700/-	8,400/-
Basket of Allowances ³	8,050/-	96,600/-
Gross Pay	23,250/-	2,79,000/-
PF – Management Contribution	1,250/-	15,000/-
NPS ⁴ –Management Contribution	500/-	6,000/-
Gratuity	601/-	7,212/-
Approx. Medclaim Insurance	1,167/-	14,004/-
Fixed CTC	26,768/-	3,21,216/-
Approx. monetary value of perks towards subsidised Loan for Housing ⁶	16,479/-	1,97,748/-
Approx. monetary value of perks towards subsidised Loan for Two Wheeler ⁷	875/-	10,500/-
Total CTC	44,122/-	5,29,464/-

Note:

- Dearness Allowance:-** Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- HRA and CCA:-** Based on your place of posting. However the Fixed CTC will remain unchanged.
- Basket of Allowances:-** All-inclusive of Sales & Operations allowance, Medical Reimbursement, LFC & any other allowances.
- National Pension Scheme (NPS):-** The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- Variable CTC (MSP+Ex-gratia at Max. Payout):-** will be considered purely at the discretion of the Management based on the performance of the employee, financial performance of the Bank and also subject to terms and conditions stipulated from time to time.
- Subsidised Staff Housing Loan:-** You will be eligible for a staff housing loan after confirmation of service at an interest of 3.5% per annum All other terms and conditions will be as per the staff housing loan policy of the Bank.
- Subsidised Staff Two wheeler Loan:** You will be eligible for a staff two wheeler loan at an interest rate of 5% per annum. All other terms and conditions will be as per the loan policy of the Bank.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.





STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/123243335/2024-25

04.07.2024

SELECTION CUM OFFER LETTER

To
Shri.Mohan M,
No 179/2,J P Nagar 8th Phase,
Near Khodays Glass Factory,Anjanapura,
Bengaluru - 560108.
Mob No: 9880467770

Dear Mohan M,

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

Before joining the Bank you will have to undergo a **Preliminary Induction Programme** the details of which will be communicated to you separately. After satisfactory completion of the Preliminary Induction Programme you shall be issued the appointment/posting order specifying your role and responsibility and the place of initial posting.

During the probationary period of Eighteen months, your Gross annual Fixed Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,21,216/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy General Manager
HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in



**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/123243335/2024-25] as
Relationship Manager I Cadre**

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.



9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Pre-Induction Programme

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you. While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th,UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted. Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Probationary Relationship Manager I**. You are bound by the service conditions as applicable to the said cadre of the Bank.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre–confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.



If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.

Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days. You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

If you remain absent unauthorized beyond 30 days, either without any intimation or after rejection of leave or after submission of resignation without serving the stipulated notice period, it would be construed that you have deserted your job and lost lien on your job, consequent upon which the Management may remove your name from the rolls of the Bank. However, the Bank can recover the dues such as cost of training and other dues, if any.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Responsibility Special Allowance

A fixed percentage of the increments you may be eligible to receive in the future after joining the Bank will be deducted and accumulated under the Responsibility Special Allowance. RSA will be paid as part of your Fixed CTC. The terms of this allowance will be governed by the rules specified by the Management from time to time.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.



Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future. Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.

Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.



- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 08.07.2024, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.

Welcome to the CUB family.

With Regards



R. Subbaraman
Deputy General Manager
HRMD

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

Signature

Name: _____

Date: _____

Place: _____



Annexure-II to your Offer of Employment [HRMD/OFFLTR/123243335/2024-25] as Probationary Relationship Manager I

COMPENSATION DETAILS		
Name	Shri.Mohan M	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	10,000/-	1,20,000/-
Fixed DA ¹	2,500/-	30,000/-
HRA ²	2,000/-	24,000/-
CCA ²	700/-	8,400/-
Basket of Allowances ³	8,050/-	96,600/-
Gross Pay	23,250/-	2,79,000/-
PF – Management Contribution	1,250/-	15,000/-
NPS ⁴ –Management Contribution	500/-	6,000/-
Gratuity	601/-	7,212/-
Approx. Medclaim Insurance	1,167/-	14,004/-
Fixed CTC	26,768/-	3,21,216/-
Approx. monetary value of perks towards subsidised Loan for Housing ⁶	16,479/-	1,97,748/-
Approx. monetary value of perks towards subsidised Loan for Two Wheeler ⁷	875/-	10,500/-
Total CTC	44,122/-	5,29,464/-

Note:

- Dearness Allowance:-** Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- HRA and CCA:-** Based on your place of posting. However the Fixed CTC will remain unchanged.
- Basket of Allowances:-** All-inclusive of Sales & Operations allowance, Medical Reimbursement, LFC & any other allowances.
- National Pension Scheme (NPS):-** The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- Variable CTC (MSP+Ex-gratia at Max. Payout):-** will be considered purely at the discretion of the Management based on the performance of the employee, financial performance of the Bank and also subject to terms and conditions stipulated from time to time.
- Subsidised Staff Housing Loan:-** You will be eligible for a staff housing loan after confirmation of service at an interest of 3.5% per annum All other terms and conditions will be as per the staff housing loan policy of the Bank.
- Subsidised Staff Two wheeler Loan:** You will be eligible for a staff two wheeler loan at an interest rate of 5% per annum. All other terms and conditions will be as per the loan policy of the Bank.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/123243338/2024-25

04.07.2024

SELECTION CUM OFFER LETTER

To
Rajashree G,
Muddaiahnapalya ramohalli,
post, Bengaluru, Karnataka
560074.

Mob No: 9353478554**Dear Rajashree G,**

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

Before joining the Bank you will have to undergo a **Preliminary Induction Programme** the details of which will be communicated to you separately. After satisfactory completion of the Preliminary Induction Programme you shall be issued the appointment/posting order specifying your role and responsibility and the place of initial posting.

During the probationary period of Eighteen months, your Gross annual Fixed Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,21,216/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy General Manager
HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.

Tel: +91 (0435) 2402322, +91 93817 37719**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**



**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/123243338/2024-25] as
Relationship Manager I Cadre**

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.



9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Pre-Induction Programme

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you. While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted. Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Probationary Relationship Manager I**. You are bound by the service conditions as applicable to the said cadre of the Bank.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.



If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.

Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days. You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

If you remain absent unauthorized beyond 30 days, either without any intimation or after rejection of leave or after submission of resignation without serving the stipulated notice period, it would be construed that you have deserted your job and lost lien on your job, consequent upon which the Management may remove your name from the rolls of the Bank. However, the Bank can recover the dues such as cost of training and other dues, if any.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Responsibility Special Allowance

A fixed percentage of the increments you may be eligible to receive in the future after joining the Bank will be deducted and accumulated under the Responsibility Special Allowance. RSA will be paid as part of your Fixed CTC. The terms of this allowance will be governed by the rules specified by the Management from time to time.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.



Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future. Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.

Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.



- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 08.07.2024, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.

Welcome to the CUB family.

With Regards



R. Subbaraman
Deputy General Manager
HRMD

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

Signature

Name: _____ Date: _____ Place: _____



Annexure-II to your Offer of Employment [HRMD/OFFLTR/123243338/2024-25] as Probationary Relationship Manager I

COMPENSATION DETAILS		
Name	Shri.Rajashree G	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	10,000/-	1,20,000/-
Fixed DA ¹	2,500/-	30,000/-
HRA ²	2,000/-	24,000/-
CCA ²	700/-	8,400/-
Basket of Allowances ³	8,050/-	96,600/-
Gross Pay	23,250/-	2,79,000/-
PF – Management Contribution	1,250/-	15,000/-
NPS ⁴ –Management Contribution	500/-	6,000/-
Gratuity	601/-	7,212/-
Approx. Medclaim Insurance	1,167/-	14,004/-
Fixed CTC	26,768/-	3,21,216/-
Approx. monetary value of perks towards subsidised Loan for Housing ⁶	16,479/-	1,97,748/-
Approx. monetary value of perks towards subsidised Loan for Two Wheeler ⁷	875/-	10,500/-
Total CTC	44,122/-	5,29,464/-

Note:

- Dearness Allowance:-** Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- HRA and CCA:-** Based on your place of posting. However the Fixed CTC will remain unchanged.
- Basket of Allowances:-** All-inclusive of Sales & Operations allowance, Medical Reimbursement, LFC & any other allowances.
- National Pension Scheme (NPS):-** The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- Variable CTC (MSP+Ex-gratia at Max. Payout):-** will be considered purely at the discretion of the Management based on the performance of the employee, financial performance of the Bank and also subject to terms and conditions stipulated from time to time.
- Subsidised Staff Housing Loan:-** You will be eligible for a staff housing loan after confirmation of service at an interest of 3.5% per annum All other terms and conditions will be as per the staff housing loan policy of the Bank.
- Subsidised Staff Two wheeler Loan:** You will be eligible for a staff two wheeler loan at an interest rate of 5% per annum. All other terms and conditions will be as per the loan policy of the Bank.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.





CORIZO

Empowering Tomorrow's Leaders

OFFER LETTER

Date: 11/12/2023

Dear Preeti Kumari,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Corizo Edutech**.

We take this opportunity in wishing you the very best in your new employment as well as advising you that our offer letter is on the following terms and conditions:

1. **Period of Service:** The first three(3) months of your employment will be probationary.

You shall, for the purpose of your employment with us, sign this offer letter for submission and approval of the management. You will be monitored for these three(3) months. **The first ten(10) days including the day of joining will be "On Job Training" or "Training Period" and will be unpaid.**

2. **Designation and Salary:** You shall be employed as a **Business Development Associate** with us and your benefits will be as follows:

3. **Remuneration:** For the duration of your probation period you will be eligible for a compensation of **25,000 INR** (of with **15,000 INR will be fixed** and **10,000 INR will be variable incentive**) per calendar month. (Excluding training period)

Probation Start Date: 03/01/2024

Probation End Date: 03/04/2024

Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

During the probationary period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 days' notice should you wish to terminate your offer before the end of your probation period.

By accepting this offer letter of employment, you acknowledge that you will keep all this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.



Intellectual Property Rights

The company will retain ownership of all intellectual properties generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

Non Solicitation

During your employment with Corizo Edutech and for an year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to Corizo Edutech. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

Breaches and violations

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspensions, demotion, denial of promotion or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this Agreement. The company reserves the right to terminate your employment and further legal actions will be taken.

By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**



CORIZO

Empowering Tomorrow's Leaders

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to sahana.hr@corizo.co.in within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full-Time Employment (After Probation Period)

Location: Bangalore

DOJ: 03/01/2024

Pay after Probation period: CTC 3.6LPA + Incentive 2.5LPA

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as setforth above with Corizo Edutech.

NAME: _____

DATE: _____

(Candidate's Signature)

1. Graduation Certificate-12th standard or equivalent examination mark sheet
2. Colour scanned copy of your photographs
3. Aadhar Card Scanned Copy.
4. PAN Card Scanned Copy.
5. Bank Account Details: Bank Name, Your Name as per Bank records
6. Account Number, IFSC Code.



CORIZO

Empowering Tomorrow's Leaders

OFFER LETTER

Date: 11/12/2023

Dear Pushpa S,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Corizo Edutech**.

We take this opportunity in wishing you the very best in your new employment as well as advising you that our offer letter is on the following terms and conditions:

1. Period of Service: The first three(3) months of your employment will be probationary.

You shall, for the purpose of your employment with us, sign this offer letter for submission and approval of the management. You will be monitored for these three(3) months. **The first ten(10) days including the day of joining will be "On Job Training" or "Training Period" and will be unpaid.**

2. Designation and Salary: You shall be employed as a **Business Development Associate** with us and your benefits will be as follows:

3. Remuneration: For the duration of your probation period you will be eligible for a compensation of **25,000 INR** (of with **15,000 INR will be fixed** and **10,000 INR will be variable incentive**) per calendar month. (Excluding training period)

Probation Start Date: 03/01/2024

Probation End Date: 03/04/2024

Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

During the probationary period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 days' notice should you wish to terminate your offer before the end of your probation period.

By accepting this offer letter of employment, you acknowledge that you will keep all this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.



Intellectual Property Rights

The company will retain ownership of all intellectual properties generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

Non Solicitation

During your employment with Corizo Edutech and for an year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to Corizo Edutech. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

Breaches and violations

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspensions, demotion, denial of promotion or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this Agreement. The company reserves the right to terminate your employment and further legal actions will be taken.

By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**



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Empowering Tomorrow's Leaders

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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full-Time Employment (After Probation Period)

Location: Bangalore

DOJ: 03/01/2024

Pay after Probation period: CTC 3.6LPA + Incentive 2.5LPA

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Corizo Edutech.

NAME: _____

DATE: _____

(Candidate's Signature)

1. Graduation Certificate-12th standard or equivalent examination mark sheet
2. Colour scanned copy of your photographs
3. Aadhar Card Scanned Copy.
4. PAN Card Scanned Copy.
5. Bank Account Details: Bank Name, Your Name as per Bank records
6. Account Number, IFSC Code.



CORIZO

Empowering Tomorrow's Leaders

OFFER LETTER

Date: 11/12/2023

Dear Swathi S,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Corizo Edutech**.

We take this opportunity in wishing you the very best in your new employment as well as advising you that our offer letter is on the following terms and conditions:

1. Period of Service: The first three(3) months of your employment will be probationary.

You shall, for the purpose of your employment with us, sign this offer letter for submission and approval of the management. You will be monitored for these three(3) months. **The first ten(10) days including the day of joining will be "On Job Training" or "Training Period" and will be unpaid.**

2. Designation and Salary: You shall be employed as a **Business Development Associate** with us and your benefits will be as follows:

3. Remuneration: For the duration of your probation period you will be eligible for a compensation of **25,000 INR** (of with **15,000 INR will be fixed** and **10,000 INR will be variable incentive**) per calendar month. (Excluding training period)

Probation Start Date: 03/01/2024

Probation End Date: 03/04/2024

Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

During the probationary period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 days' notice should you wish to terminate your offer before the end of your probation period.

By accepting this offer letter of employment, you acknowledge that you will keep all this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.



Intellectual Property Rights

The company will retain ownership of all intellectual properties generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

Non Solicitation

During your employment with Corizo Edutech and for an year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to Corizo Edutech. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

Breaches and violations

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspensions, demotion, denial of promotion or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this Agreement. The company reserves the right to terminate your employment and further legal actions will be taken.

By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**



CORIZO

Empowering Tomorrow's Leaders

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to [<sahana.hr@corizo.co.in>](mailto:sahana.hr@corizo.co.in) within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full-Time Employment (After Probation Period)

Location: Bangalore

DOJ: 03/01/2024

Pay after Probation period: CTC 3.6LPA + Incentive 2.5LPA

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Corizo Edutech.

NAME: _____

DATE: _____

(Candidate's Signature)

1. Graduation Certificate-12th standard or equivalent examination mark sheet
2. Colour scanned copy of your photographs
3. Aadhar Card Scanned Copy.
4. PAN Card Scanned Copy.
5. Bank Account Details: Bank Name, Your Name as per Bank records
6. Account Number, IFSC Code.

APPOINTMENT LETTER

Date: 11/07/2024

To,

Ms. Aishwarya

Employee ID: 1295

Dear Aishwarya,

We express our immense pleasure in appointing you as the “**Consultant – Business Development**” (**Grade- B5-B**) at CYRAAC Services Private Limited (hereinafter referred to as ‘the Company’) subject to the terms and conditions mentioned in the subsequent sections.

1. JOB LOCATION

Your job location shall be **Bangalore**.

Note: You may be required to travel to customer locations or other office locations based on the business needs and requirements.

2. DATE OF JOINING

Your date of joining shall be on or before **10-July-2024**.

3. REMUNERATION

3.1 Your remuneration will be an annual Cost to Company of INR **5,00,000 (Rupees Five Lakh Only)**. The details of your remuneration and deductions, as applicable, under law are shown in the annexure.

3.2 Your remuneration will be subject to deduction of taxes, company policies and other statutory deductions, like PF, ESI, Professional Tax as appropriate and consistent with the applicable law.

3.3 Increments, bonus, and promotions is discretionary and shall be based on the performance appraisal system of the Company as detailed in its policies and manuals, as updated from time to time, in its sole discretion.

4. FULL TIME EMPLOYMENT

During the period of your employment, you shall devote full-time efforts to your assignments as an employee of the Company. During the period of employment, you shall not (i) be employed or associated full time or part time or political position (honorary or otherwise), directly or indirectly, whether in any capacity, with any other concern, (ii) solely or jointly with others, establish any business concern, (iii) directly or indirectly, engage or participate in any activities in conflict with the best interests of the Company, (iv) use the Company resources for any other commercial activity, whether directly or indirectly, without the prior written consent of the Company.

5. SERVICES

5.1 The scope of your services shall be as detailed by your reporting manager and subject to periodic revision by the Company and shall also include such matters assigned to you by your superiors in relation to your functions. **You will be reporting to Hemanth Kumar – Manager - Sales.**

5.2 In addition to the terms contained in this agreement, during your employment with the Company. In the event the Company spends money towards training and improvement of your skill sets, you may be required to execute a service bond in this respect with the Company, as per the policies of the Company.

- a) You may be required to execute additional agreements with the Company to secure Confidentiality or Intellectual Property Rights of the Company.
- b) You will abide by the applicable laws, rules and regulations of the Company in force from time to time.
- c) You shall abide by Company rules, regulations, and practices, including those concerning work schedules, leave policies etc., as they may from time to time be adopted or modified.
- d) You shall perform your responsibilities as detailed above and conform to such directions and instructions by the Company or by such officers who are placed in authority over you.
- e) You will be responsible for the safekeeping of Company's property and upon resignation /termination to return in good condition all Company property in whichever media, which will be in your use, custody or charge.
- f) You will keep the Company informed in writing of any change in your residential address, family status and other necessary personal information.
- g) You shall be expected to exercise your specialized expertise and judgment to provide the Company and/or its customers with high quality services in accordance with highest professional standards.
- h) You shall not publicly criticize, defame or mis-represent the Company and shall not, knowingly, commit any such actions which may result in the Company's image / business being adversely affected.

6. TERMINATION/ RESIGNATION

6.1 Termination by Company:

- (a) **Termination without cause:** The Company reserves the right to terminate your services, without cause, with Ninety (90) days' notice or with Ninety (90) days of basic salary in lieu of notice period.
- (b) **Termination with cause:** You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies, rules and regulations. The Company reserves the right to terminate your services by a notice in writing with immediate effect for reasons including but not limited to, misconduct such as negligence of duty, insubordination, disloyalty, dishonesty, misrepresentation, indiscipline, breach of confidentiality, sexual harassment, irregular attendance, unauthorised absence, inefficiency, poor performance or any subversive act which in the opinion of the management is seriously detrimental/prejudicial to the interest of the organization. You shall not be entitled to any benefits in case your employment is terminated by the Company on account of your misconduct including but not limited to salary in lieu of notice.

6.2 Termination by Employee: You may terminate your employment with the Company, without any Bindings, by giving no less than Ninety (90) days prior notice or salary in lieu thereof, left after adjustment of pending leaves, as on that date. You may also have to settle any amounts with the Binding Agreement clause.

6.3 On your separation from the Company, either by termination of your employment by the Company your resignation, you will immediately return to the Company all assets, tools, accessories, documents, specifications, books, etc. of whatsoever nature, in your custody, care or charge and obtain clearance from the relevant person(s), office(s), department(s), on production of which alone, your dues, if any, will be settled by the Company.

7. BINDING CLAUSE /AGREEMENT

The Company might choose to fund/sponsor your skills enhancement or any other form of training. To ensure the return-on-investment protection, you agree to sign this binding clause which will be for the period of 2 years. If you take a call to leave/exit the Company before afore-mentioned term, you shall be required to payback/refund to the Company, the cost of the Sponsored training & exams and/or the cost incurred for any of the Onsite Training opportunities that was provided to you by the Company.

8. CONFIDENTIALITY

8.1 “Confidential Information” shall mean “all non-public information concerning the Company and its business including but not limited to financial data, manuals and procedures, policies, strategic business plans, client lists, prospective customers, internal rules and regulations of the Company, details of employee remuneration (including the terms and conditions applicable to your remuneration), the terms and conditions governing the relationship between you and the Company, technical knowledge, skill, expertise, training methods that You may have access to or gain knowledge of while being employed with the Company”.

8.2 The Company considers the above-mentioned information, confidential and proprietary and therefore, has a compelling need to protect all such information. You are obligated to keep in strict confidence any and all Confidential Information of the Company that You may have access to or gain knowledge of while being employed with the Company and you shall not divulge the same to any person or entity including but not limited to the Company’s competitors under any circumstance.

8.3 This obligation of confidentiality shall survive your employment with the Company. In the event of any breach or threatened breach of this clause by You, the Company shall be entitled to take appropriate legal action against you not limited to termination of your employment. Your obligation with respect to the confidential information of the Company shall be governed by the Non-Disclosure Agreement signed by You as part of your employment in addition to this clause 9.

9. TRANSFER

As per the requirements of the Company, you may be transferred by the Company for rendering your services to the Company at any of its offices, whether in India or abroad. Such transfers will not automatically create any rights to a revision in your salary or other terms and conditions of your services.

10. NON-COMPETE AND NON-SOLICITATION

- 10.1 You acknowledge and agree that the services rendered by you to the Company require special expertise and talent and that You will have substantial contacts with customers, suppliers, advertisers and vendors of the Company. Additionally, You will be placed in a position of trust and responsibility and will have access to a substantial amount of Confidential Information and Trade Secrets of the Company. Therefore, you agree not to offer your services the capacity of a director/partner/investor/member/consultant/shareholder/agent/distributor/proprietor or otherwise, whether directly or indirectly, during the period of your employment and for a period of 2 (Two) years from the date of your separation from the Company, for any reason whatsoever:
- (a) any client/customer of the Company; and/or
 - (b) Establish any business or trade under a name and offering products and/or services that is identical or similar to that of the Company or which in any way suggests any connection with the Company without the written consent of the Company.
- 10.2 You agree that, during the term of your employment and for a period of 2 (Two) years after your separation from the Company for any reason whatsoever, you shall not directly or indirectly, without the prior written consent of the Company, solicit, recruit, hire, encourage or induce or advise any employees, directors, consultants, associates, vendors, clients/customers of the Company to leave the employment of or negatively alter their relationship with the Company, either on your own behalf or on behalf of any other person or entity.

11. RETIREMENT

Your age of retirement from the services of the Company will be on completion of fifty-eight years. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

12. PAST RECORD

The Company has engaged you on the presumption of the truth and correctness of the particulars (information and/or documents) furnished in the resume or testimonial handed over by you together with the documents requested for herein. If the said particulars, are any time during the course of your employment, found to be incorrect or false your employment will be terminated with immediate effect, without any notice or compensation whatsoever, and you shall further be liable to indemnify the Company for damages, expenses, costs or losses that the Company may incur/suffer on account of such misrepresentation /false information including but not limited to third party actions.

13. INTELLECTUAL PROPERTY RIGHTS

- 13.1 All intellectual property rights in work, catalogues, software programs- improved upon, marks, logos, inventions, system designs, manuals, literature, literary works, documentation, database etc., in any media whatsoever, worked on or developed by you or arising in the course of your employment with the Company will at all times be the sole property of the Company. You shall not claim any ownership or any other rights to any such intellectual property rights.
- 13.2 Subject to the aforesaid Clause 13.1, in the event you are entitled to be the first owner of any such rights under the provisions of any applicable law, you hereby assign to the Company by way of present and/or future assignment all copyrights or other intellectual property rights,

and/ or any other rights in such work. Such assignment shall take place immediately on the coming into existence of such rights, and shall be without any limitation, in perpetuity and/or for the complete unexpired term of such rights under law. All or any of the intellectual property rights assigned in the manner provided above, may be used by the Company in any territory in the world or where such rights are recognized whilst no additional documents would be required to convey such rights to the Company. In the event of any additional document being required by any authority, registration personnel, you shall forthwith execute any additional documents that may be required for the assignment of all such rights without prejudice to the above, you also hereby irrevocably empower the Company as your power of attorney holder to execute any such documents as may be required. It is hereby clarified that the above assignment shall be royalty free and in consideration of the employment herein.

13.3 Such assignment shall not lapse or have deemed to lapse for any reason whatsoever.

13.4 You shall abstain from any acts (whether by omission or commission) which affect or imperil the validity of any intellectual property rights obtained, applied for or to be applied for by the Company.

14. MEDICAL FITNESS

Your appointment will be subject to you being medically fit at the commencement of and at any time during the tenure of your employment with the Company. The Company has a right at all times to send you for a medical check-up to ascertain your fitness for the job.

15. PROFESSIONAL ETHICS

15.1 In the event that you are required to deal with the Company's money, material and documents, you shall do so with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with Company's money or material or intellectual property or of theft or dishonesty in dealing with Company's Property, including but not limited to any benefits in the form of gift vouchers, debit cards, cash or cash equivalents in any manner, kinds, material, and any sponsorship including travel or holiday vouchers etc., coming from Business Alliance Partners (OEM's/ISVs /Distributors or any other agencies), the disbursement of which lies purely at the discretion of the management in the form of a written approval or consent. or documents, software, business, or theft or of misappropriation, regardless of the value involved, your services would be immediately terminated.

15.2 The Company further reserves its rights to initiate criminal and civil proceedings as per law, if you are found guilty. Apart from that you shall be liable to indemnify the Company for the losses suffered including consequential losses.

16. INDEMNIFICATION

You shall be liable to indemnify, defend and hold the Company harmless from and against any losses, costs and expenses, third party claims, proceedings, suits, demands, liabilities (including attorney's fees and expenses) suffered and/or incurred by the Company including all consequential losses arising from an act or omission on your part. The Company shall have lien over your remuneration, and you shall not object to the same.

17. BACKGROUND VERIFICATION

The Company shall be entitled to carry out background check with respect to the information and/or documents furnished by you at the time of joining the Company. In case any information provided by You is found to be false, you shall be liable for an action, which shall not be limited to termination your employment with the Company. Additionally, You shall be liable to indemnify the Company for damages, expenses, costs or losses that the Company may incur/suffer on account of such false information and/or documents.

18. OTHER TERMS AND CONDITIONS

During the period of your service, you will be governed by the rules and regulations of the Company in relation to leave, conduct, discipline and other matters as stated in its policies and manuals, as applicable and modified from time to time, in its discretion. The Company's management shall have the sole discretion to amend and/or waive any of the terms and conditions set out in this Appointment Letter.

19. EFFECTIVE DATE OF THIS APPOINTMENT LETTER

This Appointment Letter shall be effective as of the date of your joining as mentioned herein.

20. GENERAL

The terms and conditions of this Appointment Letter, when accepted and signed by you shall constitute a binding contract between the Company and you. The Letter of Appointment once accepted and signed by you shall constitute the entire understanding between the Company and you regarding the terms and conditions of your employment.

21. DISPUTE RESOLUTION

Any dispute arising from this Appointment letter shall be resolved by referring to a Sole Arbitrator in accordance with the Arbitration and Conciliation Act, 1996 and its Rules (as amended from time to time). The venue of arbitration shall be Bangalore and the award passed by the Arbitrator shall be final and binding on the Company and the Employee.

We welcome you to the family and wish you a long and mutually beneficial career with us.

For **CYRAAC SERVICES PRIVATE LIMITED**



Murari Shanker
Co-Founder and CTO
Authorized Signatory

Annexures: 1. Salary Structure
2. Documents for Onboarding

ACKNOWLEDGEMENT

I have read, understand, and accept my employment with the Company on the terms and conditions mentioned herein and have signed without any undue influence, pressure, or coercion from any side. I am not relying on any representations made to me by anyone other than as set out above. I have submitted herewith the documents mentioned above.

Candidate: Aishwarya

Signature:




Signed by
Date: 2024.07.12
08:42:58
Reason: Signing
Location: Bangalore

Date:

ANNEXURE I – Salary Structure

Annual Compensation

Name: Aishwarya		
Designation: Consultant - Business Development		
Location: Bangalore		
Issued Date: 11 July 2024		
Component	Monthly Amount (Rs)	Annual Amount (Rs)
Basic Salary	20,833	2,25,000
House Rent Allowance	8,333	90,000
Special Allowance	5,532	1,01,381
Total Gross (A)	34,698	4,16,381
Statutory Deductions		
EPF - Employee Contribution	1,800	21,600
Professional Tax	200	2,400
Total Deductions (B)	2,000	24,000
Total Take home (A - B)	32,698	3,92,381
Other Benefits		
EPF - Employer Contribution	1,800	21,600
Gratuity	1,002	12,019
Total Other Benefits (C)	2,802	33,619
Fixed Pay (monthly) - 1	37,500	4,50,000
Variable Pay - 2	2,500	30,000
Insurance - Health & After Life - 3	1,667	20,000
Annual CTC (including Variable Pay) (1+2+3)	41,667	5,00,000

1. Your compensation can be restructured at any time protecting Annual Earning Opportunity.
2. All salary components are governed by company policies and statutory guidelines.
3. All personal tax liability arising out of compensation and joining expenses (if any) will be borne by employee.
4. Gratuity will be paid to all permanent employees in CyRAACS as per Payment of Gratuity Act, 1972. To claim gratuity an employee must serve for a minimum period of 5 years in the Company.
5. This sheet is confidential and should only be discussed with your Reporting Manager at CyRAACS.

Annexure II - Documents for On-Boarding

Photocopy of the below documents along with the originals. The original copies are only for verification purposes.

Education documents

SSC / Class X / Matriculation Mark sheet and Passing Certificate

HSC / Class XII Mark sheet and Passing Certificate

Degree / Diploma mark sheet (all Semesters) and Convocation Certificate (Graduation)

Master's degree / Post-Graduation mark sheet (all Semesters) & Convocation Certificate

Personal Documents

Photocopy of Passport

Bank cheque leaf (Mandatory)

Passport size colour photos - 4 No.

Photocopy of Aadhar card and PAN Card / Photocopy of status document (if applied) (Mandatory)

Soft Copy of Aadhar card and PAN Card (to be shared on email after joining)

Previous Employment Documents (Minimum Last 2 Companies, if any)

Appointment letter

Relieving Letter & Service Certificate or Experience letter

Last 3 months pay slips

Latest 3 months bank statement of Salary credit

Any promotion/increment letter

Offer Letter

Date: 11-09-2024

Dear Ms. V Kruthika,

This is to state that with regard to your interview conducted on **30-08-2024**, we offer you the post of **Executive** in the **Finance & Accounts** department with a salary offer of **Rs. 22000/-** (Rupees Twenty Two Thousand Only) per month in the **Bangalore** branch.

This salary is **subjected to all the applicable deductions whatsoever required.**

We require you to intimate to us in writing that you will be joining **Implantium India Pvt. Ltd.** on or before **16.09.2024** Further, we wish you to join us on the same date.

You will be on a probation period for the first 03 months to enable us to mutually understand each other & further understand our working conditions & your capabilities as well and your salary will be **Rs.22000/- Per Month (Gross).**

However, the probation period may be extended subject to the discretion of the Company.

As per the interview discussion, you are expected to execute duties and responsibilities assigned that may vary from time to time

All other terms and conditions will be provided to you in your appointment letter at the time of joining.

We look forward to your reply & wish you all the luck to grow with us.

Thanking you,

For Implantium India Pvt. Ltd.

For Implantium India Pvt. Ltd.

Authorised Signatory

Authorized Signatory
Yongki Kwon (General Manager- Operations)



V. Kruthika

V Kruthika
12/09/2024



Date: 01-Aug-2024

To,

Mohan Kumar A
8th Cross Rd, R K Colony, 2nd Phase, J. P. Nagar, Bengaluru, Karnataka 560078
India

OFFER OF EMPLOYMENT

Dear Mohan Kumar A,

We are pleased to extend to you an offer of employment with DXC Technology India Pvt Ltd (hereinafter referred to as "DXC" or the "Company") with details as follows:

Designation	Analyst III HR Operations
Job Level	15
Date of Joining	14-Aug-2024
Base Location	Bangalore

Details of your compensation are as follows:

Your **Annual Fixed Pay** will be INR 280,000.00 per annum and the breakup of the same is provided in **Annexure-III**.

This offer of employment is subject to your agreement to the general terms and conditions of employment outlined in **Annexure-I** of this offer, which shall govern your employment with the Company.

You are required to submit originals of mandatory documents on the Date of Joining as per the list mentioned in **Annexure-II**.




Please confirm your date of joining along-with acceptance of the terms and conditions outlined in this offer of employment within 2 days of receiving this letter.

We are confident that you will make a positive contribution to DXC's success and that you will find working with DXC to be an exciting and rewarding opportunity.

***Due to the Covid-19, based on our assessment of the situation, your onboarding may be facilitated at your residence, if our offices continue to remain in precautionary closure mode. For and on behalf of**

DXC Technology India Pvt Ltd

Authorized Signatory:


Lokendra Sethi (Aug 2, 2024 12:24 GMT+5.5) Lokendra Sethi
Sethi Sig1_es :signature1
r1:signature}}

Name: Lokendra Sethi

Designation: Vice President Human Resources


{Sig1_es :signer2:signature}}

Legal Name : Mohan Kumar A

Read and accepted the above

Annexure-I

General Terms & Conditions of Employment

Compensation and Benefits :

Annual Fixed Pay. Your annual fixed pay would be INR 280,000.00 per annum. Please refer to Annexure-III in this offer letter for details of your pay and benefits.

Statutory Benefits. You will be eligible for statutory benefits such as provident fund, gratuity, payment of statutory bonus, etc. as per the Company policies and the applicable legislation.

- a. **Provident Fund.** You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12 % of your Basic Salary to the Provident Fund Scheme. This is inclusive of statutory remittance by the Company towards the employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.
- b. **Gratuity.** You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972 or the Code on Social Security 2020, as and when applicable.

Insurance Benefits. In addition to the annual fixed pay, you shall also be entitled to the following benefits as per DXC Policy (subject to change at the sole discretion of DXC without any prior approval or notification to you):

The Company will provide Group Term Life Cover, Group Personal Accident Insurance for yourself and Group Medical Insurance coverage for you, your spouse and up to two dependent children. The annual premium will be borne by the Company and is over and above your annual fixed pay.

- a. **Group Medical Insurance** coverage is extended to employee, spouse, and up to two dependent children on a family floater basis for INR 1,000,000. You have an option to top it up by INR 250,000 or INR 500,000 or INR 1,000,000 or INR 1,500,000 or INR 2,000,000 by paying an additional premium. You can also cover parents/in-laws by paying an additional premium in the same floater.
- b. **Group Personal Accident Insurance (GPAP)** coverage is 3 times of Annual Fixed Pay or INR 1,500,000, whichever is higher. Group Term Life Cover coverage is 3.5 times the Annual Fixed Pay or INR 1,500,000, whichever is higher. The premium payable for these insurance benefits forms a part of your Total Rewards.

Flexibility Benefits Package. Upon joining, subject to annual fixed pay, you have the option to re-structure the allowances (if applicable) after allocation to (1) Basic Salary, (2) Retirals and (3) Statutory Bonus. A broad guideline applicable to you is attached in Annexure-IV to help you determine the plan.

Allowance restructuring may not be applicable for certain job levels due to statutory requirements.

Sign-on Bonus. As a special consideration, you would be paid a sign-on bonus of INR ₹20,000.00. Kindly note that this would be a “once only” payment and would be predicated on your continued employment with DXC Technology for a period of 12 months from the date of joining. The amount will be paid via first payroll cycle after your joining. Should you leave the company before completion of 12 months, the total bonus already paid to you will be fully recoverable. Any tax liability arising due to recovery of this payment per income tax act and rules will be borne by you.

Leave and Holidays :

You are entitled to earned leave, casual leave as well as holidays as per the prevailing Company Policy.

Note: In addition to the statutory benefits, during the term of your employment with the Company, you may be entitled to participate in the employee benefit plans as applicable to your job level as per the Company policy. The Company reserves the right to cancel or change the benefit plans and programs it offers to its employees at any time, for any or no reason, and with or without notice.

Employee shall be eligible as per provisions of Employees State Insurance Act, 1948 (“ESIC”) as amended from time to time or the Code on Social Security 2020, as and when applicable.

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The statutory deduction would include but not be limited to Income Tax, Professional Tax (if applicable), ESIC Contribution (if applicable), and Provident Fund Contribution.

Other Terms & Conditions of Employment

- **Date of Joining.** The date of joining and any change in the same would be at the sole discretion of DXC.
 - a. Any date of joining change requested by you must be communicated to the recruiter at least 7 days prior to the original date of joining.
 - b. Date of joining mentioned in the offer letter is subjective to change based on your timely submission of documents required for background verification and onboarding.
 - c. If there is a change in date of joining as requested by you or company, a new offer letter will not be issued.
- **Work Hours.** You will be required to work as per the Company policies. A normal work week would consist of a forty-five (45) hour workweek excluding breaks. These are subject to change as per business requirements. The same number of work hours are expected even when you are on an assignment abroad unless communicated otherwise by the Company. You may also be required to work in shift timings based on business requirements and deliverables to its customers.
- **Work Flexibility.** You may be required to work from home or DXC premises based on your role and job requirements as determined by DXC, at its sole discretion. You shall not perform your job from outside India unless it has been approved/processed through DXC.

Transfer and Relocation. During your employment with the Company your services can be transferred to any of the locations in India or abroad or any function, department, platform, or technology within Company offices, client locations, or to any associate or subsidiary company or group company of DXC, whether existing or to be set up in future, on terms and conditions to be agreed upon. The benefits linked to such transfers will be governed by the respective Company policy in force from time to time.

- **Confidentiality and Intellectual Property Rights.** Your obligation about confidentiality and intellectual property rights shall be in accordance with the Non-Disclosure Agreement to be signed between you and Company during onboarding. The provision of the said undertaking shall form an integral part of these General Terms and Conditions and a breach of the Undertaking shall be deemed a breach of these General Terms and Conditions. During your employment with the Company, you may perform services related to computer software systems and related material. You acknowledge that all right, title, and interest (including without limitation any patent, copyright, trademarks, moral rights, design rights, and other proprietary rights of any nature anywhere in the world), that is now or may be available, in any inventions, discoveries, concepts, designs, business processes, know-how, developments, improvements, original works of authorship, material, trade secrets, processes, formulae, business and product names, logos, slogans, industrial models, processes, designs, databases, methodologies, software, computer programs (including all source codes), technical information, manufacturing, engineering, and technical drawings, or the like (collectively, the "Inventions") created or conceived by you (either solely or jointly) in course of your employment with the Company shall vest with the Company upon creation. All work produced by you and done for the Company including software writing or development during employment with the Company shall be work done for and of the ownership of the Company and shall be the property of the Company. You understand and declare that you shall not claim any ownership therein or claim to be the author thereof.

You also agree that the work product/Inventions of these efforts shall be "works made for hire" belonging to the Company in which you retain no right, title, or interest. Furthermore, to the extent that any such ownership and proprietary rights do not vest with the Company automatically as per the terms above or through the operation of law, you hereby irrevocably, unconditionally and in perpetuity assign any rights including without limitation any patent, copyright, trademarks, moral rights, design rights, database rights, trade names, service marks and other proprietary rights available anywhere in the world in such work product/Inventions to the Company and herewith specifically, to the maximum extent permitted by applicable law, waives any moral rights as may accrue in such work product/Inventions.

Further, all records, documents, papers (including copies and summaries thereof), and other copyrightable works created, developed, or acquired by you in the course of employment shall, together with all the worldwide copyright and design rights in all such works, be and at all times remain the absolute property of the Company. You expressly waive the application of Section 19 (4) of the Indian Copyright Act, 1957.

In performing the work assigned to you, you will not use any third-party information, including but not limited to information that you agreed to maintain or were obligated to maintain as confidential, and will not copy any material of a third party.

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- **Consent to use personal information.** You hereby consent to the collection of your personal information including your sensitive personal information by the Company about your employment at the Company, including conducting background checks and verifications and for the processing of your benefits, while you are employed with the Company. You also consent to the Company sharing such personal information with authorized third parties including but not limited to Company's subsidiaries, affiliated companies, officers, directors, managers, shareholders, agents, employees, attorneys, representatives, and assignees (collectively "Authorized Parties"), and any other third party acting on the Authorized Parties' behalf in accordance with local laws, for legitimate purposes in connection with your employment and the Company's business and in compliance with applicable law. You authorize the Company to transfer such personal information or data to a third party in India or abroad to the extent required to enable such third party to perform employment-related services for the Company.
- **Compliance with privacy obligations.** You acknowledge and fully understand that the Company is committed to safeguarding the privacy and personal information of all its employees, customers, and any other individual that it may be engaged with and that Company has in place suitable policies for securing this compliance. You hereby unconditionally confirm to comply with and abide by the requirements of these policies.
- **Information Security.** You are expected to maintain the confidentiality and integrity of the information assets and comply with all current and future information security policies and directives of the Company, its affiliates, and customers. You are required to maintain the confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, cellular devices and other transportable computers and storage media. You are responsible for maintaining a secure information-processing environment. You are further responsible for maintaining information security even outside the premises of the organization and/or, outside the normal working hours.
- **Business Code of Conduct, Conflict of Interest, and Ethics.** You are expected to conduct yourself with the highest level of ethics. You are also required to sign the Company's Code of Ethical Business Conduct / Conflict of Interest document on the Date of Joining and are obliged to be compliant with the same throughout your employment with the Company. You certify that you will immediately disclose any situation in the future that may possibly be interpreted as involving a conflict of interest. Any instance of non-compliance shall constitute a ground for termination of employment.
- **Compliance with US Laws.** You acknowledge and understand that any equipment and/or technical data/information and/ or services related to U.S.-origin technologies covered by either the U.S. Commerce Control List (CCL) or the U.S. Munitions List (USML), and belonging to the Company or any of its affiliates or any customer or client of the Company or any of such customer's or client's affiliates or subsidiaries, to which you may have access or which may be disclosed to you in the course of employment with the Company or while working for the Company as a subcontractor, consultant, supplier/vendor or in any other independent status, is subject to the Export Administration Regulations (Title 15 Code of Federal Regulations, Parts 730 – 774) and/or the International Traffic In Arms Regulations (Title 22 Code of Federal Regulations, Parts 120 – 130), respectively.

You hereby certify that such equipment, technical data/information, and/or services will not be further disclosed, exported, re-exported, or transferred by you in any manner to any other foreign national or any foreign country without the prior written approval of the Company and/or the U.S. Commerce Department's Bureau of Industry and Security (BIS), and/or the U.S. State Department's Directorate of Defense Trade Controls (DDTC), as required and will be in compliance with the applicable U.S. laws and regulations.

- **Prohibition on alternative employment.** Your position with the Company calls for your full-time employment. You are not permitted to seek alternative employment either whole-time or part-time, or associate with any firm, person, or organization as an advisor, director, or partner, whether for remuneration or not while your employment with the Company, without written permission from the Company.
- **Termination .**
- **Termination for convenience.** You and the Company both have the right to terminate the employment for convenience by providing at least three months' notice ("hereinafter referred to as "Notice"). In case of termination for convenience is initiated by you, the Company reserves the right to either; a) Ask you to serve the entire applicable Notice period as mentioned above or b) Waive the Notice Period on payment by you of an amount equal to the salary payable for such Notice period. The aforesaid options are solely at the discretion of the Company and representatives acting on its behalf. In the event you terminate the employment without providing the appropriate Notice, it will be deemed to be a material breach of these terms and the Company shall be entitled to insist that you serve the Notice period mandatorily and/or claim damages suffered. Notwithstanding anything contained herein, the Company reserves its right to terminate your employment with immediate effect by giving you compensation in lieu of Notice.

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- **Termination for cause/ breach of this General Terms and Conditions.** The Company may in its sole discretion terminate your employment without any Notice, for cause, breach of this General Terms and Conditions of employment, non-performance, failure to comply with applicable policies, misconduct, failure to successfully complete any performance improvement plan, failure to provide joining documentation or in case of any adverse background check reports, any fraudulent acts on your part or for any disciplinary reasons as per the Company's disciplinary procedure. The Company may as a part of disciplinary proceedings or in order to investigate a complaint against you, the Company may put you on suspension for so long as it may think fit without prejudice to the Company's right to subsequently terminate this offer of employment on the same or any other ground.
- **Effect of Termination.** (a) Upon termination of your employment for any reason whatsoever, the Company shall have the right to deduct any outstanding amounts owed by you to the Company from your full and final settlement. Your full and final settlement shall be as per the procedure in the Company policies; (b) You shall hand over all materials, equipment of the Company, or any other property of the Company as per the prescribed procedure under the Company policies.

Non –Solicitation/ Non –Competition

During your employment and for a period expiring (12) twelve months after cessation of employment with the Company for whatever reason, you will not:

be engaged (by way of employment, consultancy, or partnership) either directly or indirectly by a customer of the Company (or any affiliate thereof) on whose account you have worked in 12 months prior to your departure for your benefit or that of any third person or organization; work on any product similar to the product of the Company on which the Company has intellectual property rights that you have worked in the (12) twelve months before your departure; either directly or indirectly solicit the employees of the Company.

Governing Law & Jurisdiction. This offer of employment is made according to the laws of India and the appropriate Courts in Bangalore will have exclusive jurisdiction for all matters arising from or in relation to the offer of employment.

Retirement: You will retire from the services of the Company upon attaining the age of 60 years.

Severability: If any provision of these General Terms and Conditions is held invalid or unenforceable by a court of competent jurisdiction, it shall be considered severed from these General Terms and Conditions, and it shall be deemed automatically replaced by an alternative provision coming closest in scope and mended effect to the original provision, and it shall not invalidate the remaining provisions contained herein which shall continue in full force and effect.

- **International Workers:** Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join. The compensation structure shared hereinbelow is valid only for Citizens of India, Nepal, and Bhutan. In case you are an international worker as defined by the applicable statute, as a condition of your employment, you are required to disclose the same at the time of offer and onboarding and your compensation structure will be redefined at the same fixed compensation. In case of non-disclosure of the same, liabilities arising out of it, if any, shall be borne entirely by you and you will indemnify all the losses, damages occurred due to your non submission of the information and documents pertaining to your nationality.

You shall comply with all other Company policies and rules as notified from time to time. It shall be your responsibility to familiarize yourself with the applicable policies and rules. The Company may modify, augment, delete, or revoke any policies, procedures, practices, or statements regarding your employment at any time, at its sole discretion. Any such changes will be effective immediately upon approval by an officer of the Company or by official declaration through email to all employees unless otherwise stated. The General Terms and Conditions and applicable Company policies constitute the entire agreement among the parties and supersede all prior and existing agreements, both oral and written between the Company and you concerning your employment in the Company.

Please sign a duplicate copy of this letter confirming your acceptance of the above terms and conditions of employment and return it to us for official record-keeping.

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List of Mandatory Documents

You are requested to upload the following documents mandatorily in soft copy format on DXC Employee Connect portal, five days prior to your date of joining. Please know that failure to submit these documents in time will result in Date of Joining getting postponed till receipt of all necessary documentation.

Candidate Owned Documents :

1. Passport Size Photograph
2. PAN Card (Self Attested)
3. Latest copy of Aadhar from UIDAI (<https://myaadhaar.uidai.gov.in/>)
4. Passport and Work Permit (Only applicable for Non-Indian Nationals)
5. Photocopy of Highest Education Certificate
6. Resignation Acceptance and Last Working Day proof

Company Provided documents (to be signed and submitted by candidate):

1. Signed Offer Letter (With signatures on every page)
2. PF Forms (11 & 2)
3. Gratuity Form ESIC Form 1 (Applicable for employees for whom an amount is mentioned in **ESIC- Employer Contribution***** in Annexure III). Soft copy of (i) Bank Passbook or (ii) Cancelled Cheque Leaflet or (iii) Bank Statement containing A/C No., IFSC Code and MICR Code and disability certificate if applicable
- 4.
5. Non-Disclosure Agreement
6. Night Shift Declaration

Please note the following points :

1. The Company provided documents and the instruction to upload soft copy of documents will be sent to you along with welcome email/docket. You are requested to fill out these documents as directed in the instructions also provided within the welcome email.
2. Besides above, you might need to complete insurance and ethics related documentation which you will receive from your onboarding partner.

This offer of employment is subject to successful background and reference check (which may include verification of the previous employment/s, educational verification, criminal records check, etc.). Any adverse verification may lead to immediate termination of this offer or employment as applicable. You hereby certify that all the information (including but not limited to educational qualifications, work experience, past compensation drawn, and all other information) supplied by you to the Company is completely true and accurate. If it is later found that you had supplied incomplete/ inaccurate/untrue/false information, then the Company reserves

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Annexure-III

Pay Structure Details

Salary Component	Monthly (INR)	Annual (INR)
Fixed Salary		
Basic	₹16,265.00	₹1,95,180.00
Provident Fund (PF) - Employer Contribution	₹1,951.83	₹23,422.00
Statutory Bonus*	₹3,253.00	₹39,036.00
Sub-Total(A)	₹21,469.83	₹2,57,638.00
Flexible Benefits Salary		
Flexible Benefits Component 1	₹1,863.50	₹22,362.00
Sub-Total(B)	₹1,863.50	₹22,362.00
Annual Fixed Pay (A+B)	₹23,333.33	₹2,80,000.00
Other Benefits		
Gratuity**	₹782.33	₹9,388.00
ESIC- Employer Contribution***	₹589.17	₹7,070.00
Insurance Premium****	₹1,523.08	₹18,277.00
Sub-Total (C)	₹2,894.58	₹34,735.00
Total Rewards (A+B+C)	₹26,227.92	₹3,14,735.00

the right to terminate your employment without any notice and seek appropriate damages or reimbursement of financial expenses incurred, including those incurred towards your training, relocation, or any other allowances. This is without prejudice to any other rights which the Company may have against you.

* Statutory deduction would include but not be limited to Income Tax, Professional Tax (if applicable), ESIC Contribution (if applicable), Provident Fund

** Employee shall be eligible as per the provisions of the 'Payment of Gratuity Act, 1972' or the Code on Social Security 2020, as and when applicable

*** Employee shall be eligible as per provisions of Employees State Insurance Act, 1948 as amended from time to time or the Code on Social Security 2020, as and when applicable

IV

Flexible Benefits Package

**** Approximate Group Medical Insurance coverage premium assumed towards employee plus spouse and up to 2 dependent children, and towards

Group Life Cover and Group Personal Accident Insurance coverage

Following are the list of flexible benefits* that DXC provides to employees to plan their pay structure accordingly.

Salary Component	Maximum Limit	Supporting Documents
1. House Rent Allowance (HRA)	50% Of Annual Basic	Declaration & at least one receipt per quarter, as proof of rent, from landlord
2. Leave Travel Allowance (LTA)	INR 200,000 pa	Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave
3. Children Education Allowance <i>For a maximum of 2 dependent children; INR100 per child per month</i>	INR 2400 pa	Declaration and submission of receipts
4. Children Hostel Allowance <i>For a maximum of 2 dependent children; INR300 per child per month</i>	INR 7200 pa	Declaration and submission of receipts
5. Chauffeur and Fuel Reimbursement for Own Car		Declaration and submission of receipts
6. Meal Coupon	INR 26400 pa	Nil
7. Telephone Reimbursement <i>Towards telephone and/or broadband expenses</i>	INR 18000 pa	Declaration and submission of receipts
8. Transport Allowance <i>Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year; fully taxable</i>	100% of Flexible Benefits Declaration	Nil

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities



Date: 01-Aug-2024

To,

Sanjana G
Sarbandapalya, Banashankari Temple Ward, Bengaluru, Karnataka 560078
India

OFFER OF EMPLOYMENT

Dear Sanjana G,

We are pleased to extend to you an offer of employment with DXC Technology India Pvt Ltd (hereinafter referred to as "DXC" or the "Company") with details as follows:

Designation	Analyst III HR Operations
Job Level	15
Date of Joining	14-Aug-2024
Base Location	Bangalore

Details of your compensation are as follows:

Your **Annual Fixed Pay** will be INR 280,000.00 per annum and the breakup of the same is provided in **Annexure-III**.

This offer of employment is subject to your agreement to the general terms and conditions of employment outlined in **Annexure-I** of this offer, which shall govern your employment with the Company.

You are required to submit originals of mandatory documents on the Date of Joining as per the list mentioned in **Annexure-II**.

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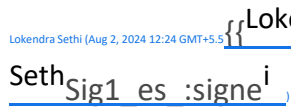
Please confirm your date of joining along-with acceptance of the terms and conditions outlined in this offer of employment within 2 days of receiving this letter.

We are confident that you will make a positive contribution to DXC's success and that you will find working with DXC to be an exciting and rewarding opportunity.

***Due to the Covid-19, based on our assessment of the situation, your onboarding may be facilitated at your residence, if our offices continue to remain in precautionary closure mode. For and on behalf of**

DXC Technology India Pvt Ltd

Authorized Signatory:


Lokendra Sethi (Aug 2, 2024 12:24 GMT+5.5) Lokendra Sethi
Sethi
r1:signature}}

Name: Lokendra Sethi
Designation: Vice President Human Resources
 Sanjana G
{(Sig1_es_ :signer2:signature}}

Legal Name : Sanjana G
Read and accepted the above



Annexure-I

General Terms & Conditions of Employment

Compensation and Benefits :

Annual Fixed Pay. Your annual fixed pay would be INR 280,000.00 per annum. Please refer to Annexure-III in this offer letter for details of your pay and benefits.

Statutory Benefits. You will be eligible for statutory benefits such as provident fund, gratuity, payment of statutory bonus, etc. as per the Company policies and the applicable legislation.

- a. **Provident Fund.** You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12 % of your Basic Salary to the Provident Fund Scheme. This is inclusive of statutory remittance by the Company towards the employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.
- b. **Gratuity.** You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972 or the Code on Social Security 2020, as and when applicable.

Insurance Benefits. In addition to the annual fixed pay, you shall also be entitled to the following benefits as per DXC Policy (subject to change at the sole discretion of DXC without any prior approval or notification to you):

The Company will provide Group Term Life Cover, Group Personal Accident Insurance for yourself and Group Medical Insurance coverage for you, your spouse and up to two dependent children. The annual premium will be borne by the Company and is over and above your annual fixed pay.

- a. **Group Medical Insurance** coverage is extended to employee, spouse, and up to two dependent children on a family floater basis for INR 1,000,000. You have an option to top it up by INR 250,000 or INR 500,000 or INR 1,000,000 or INR 1,500,000 or INR 2,000,000 by paying an additional premium. You can also cover parents/in-laws by paying an additional premium in the same floater.
- b. **Group Personal Accident Insurance (GPAP)** coverage is 3 times of Annual Fixed Pay or INR 1,500,000, whichever is higher. Group Term Life Cover coverage is 3.5 times the Annual Fixed Pay or INR 1,500,000, whichever is higher. The premium payable for these insurance benefits forms a part of your Total Rewards.

Flexibility Benefits Package. Upon joining, subject to annual fixed pay, you have the option to re-structure the allowances (if applicable) after allocation to (1) Basic Salary, (2) Retirals and (3) Statutory Bonus. A broad guideline applicable to you is attached in Annexure-IV to help you determine the plan.

Allowance restructuring may not be applicable for certain job levels due to statutory requirements.

Sign-on Bonus. As a special consideration, you would be paid a sign-on bonus of INR ₹20,000.00. Kindly note that this would be a “once only” payment and would be predicated on your continued employment with DXC Technology for a period of 12 months from the date of joining. The amount will be paid via first payroll cycle after your joining. Should you leave the company before completion of 12 months, the total bonus already paid to you will be fully recoverable. Any tax liability arising due to recovery of this payment per income tax act and rules will be borne by you.

Leave and Holidays :

You are entitled to earned leave, casual leave as well as holidays as per the prevailing Company Policy.

Note: In addition to the statutory benefits, during the term of your employment with the Company, you may be entitled to participate in the employee benefit plans as applicable to your job level as per the Company policy. The Company reserves the right to cancel or change the benefit plans and programs it offers to its employees at any time, for any or no reason, and with or without notice.

Employee shall be eligible as per provisions of Employees State Insurance Act, 1948 (“ESIC”) as amended from time to time or the Code on Social Security 2020, as and when applicable.

DXC Technology India Private Limited, CIN: U72900TN2015FTC102489

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The statutory deduction would include but not be limited to Income Tax, Professional Tax (if applicable), ESIC Contribution (if applicable), and Provident Fund Contribution.

Other Terms & Conditions of Employment

- **Date of Joining.** The date of joining and any change in the same would be at the sole discretion of DXC.
 - a. Any date of joining change requested by you must be communicated to the recruiter at least 7 days prior to the original date of joining.
 - b. Date of joining mentioned in the offer letter is subjective to change based on your timely submission of documents required for background verification and onboarding.
 - c. If there is a change in date of joining as requested by you or company, a new offer letter will not be issued.
- **Work Hours.** You will be required to work as per the Company policies. A normal work week would consist of a forty-five (45) hour workweek excluding breaks. These are subject to change as per business requirements. The same number of work hours are expected even when you are on an assignment abroad unless communicated otherwise by the Company. You may also be required to work in shift timings based on business requirements and deliverables to its customers.
- **Work Flexibility.** You may be required to work from home or DXC premises based on your role and job requirements as determined by DXC, at its sole discretion. You shall not perform your job from outside India unless it has been approved/processed through DXC.

Transfer and Relocation. During your employment with the Company your services can be transferred to any of the locations in India or abroad or any function, department, platform, or technology within Company offices, client locations, or to any associate or subsidiary company or group company of DXC, whether existing or to be set up in future, on terms and conditions to be agreed upon. The benefits linked to such transfers will be governed by the respective Company policy in force from time to time.

- **Confidentiality and Intellectual Property Rights.** Your obligation about confidentiality and intellectual property rights shall be in accordance with the Non-Disclosure Agreement to be signed between you and Company during onboarding. The provision of the said undertaking shall form an integral part of these General Terms and Conditions and a breach of the Undertaking shall be deemed a breach of these General Terms and Conditions. During your employment with the Company, you may perform services related to computer software systems and related material. You acknowledge that all right, title, and interest (including without limitation any patent, copyright, trademarks, moral rights, design rights, and other proprietary rights of any nature anywhere in the world), that is now or may be available, in any inventions, discoveries, concepts, designs, business processes, know-how, developments, improvements, original works of authorship, material, trade secrets, processes, formulae, business and product names, logos, slogans, industrial models, processes, designs, databases, methodologies, software, computer programs (including all source codes), technical information, manufacturing, engineering, and technical drawings, or the like (collectively, the "Inventions") created or conceived by you (either solely or jointly) in course of your employment with the Company shall vest with the Company upon creation. All work produced by you and done for the Company including software writing or development during employment with the Company shall be work done for and of the ownership of the Company and shall be the property of the Company. You understand and declare that you shall not claim any ownership therein or claim to be the author thereof.

You also agree that the work product/Inventions of these efforts shall be "works made for hire" belonging to the Company in which you retain no right, title, or interest. Furthermore, to the extent that any such ownership and proprietary rights do not vest with the Company automatically as per the terms above or through the operation of law, you hereby irrevocably, unconditionally and in perpetuity assign any rights including without limitation any patent, copyright, trademarks, moral rights, design rights, database rights, trade names, service marks and other proprietary rights available anywhere in the world in such work product/Inventions to the Company and herewith specifically, to the maximum extent permitted by applicable law, waives any moral rights as may accrue in such work product/Inventions.

Further, all records, documents, papers (including copies and summaries thereof), and other copyrightable works created, developed, or acquired by you in the course of employment shall, together with all the worldwide copyright and design rights in all such works, be and at all times remain the absolute property of the Company. You expressly waive the application of Section 19 (4) of the Indian Copyright Act, 1957.

In performing the work assigned to you, you will not use any third-party information, including but not limited to information that you agreed to maintain or were obligated to maintain as confidential, and will not copy any material of a third party.

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- **Consent to use personal information.** You hereby consent to the collection of your personal information including your sensitive personal information by the Company about your employment at the Company, including conducting background checks and verifications and for the processing of your benefits, while you are employed with the Company. You also consent to the Company sharing such personal information with authorized third parties including but not limited to Company's subsidiaries, affiliated companies, officers, directors, managers, shareholders, agents, employees, attorneys, representatives, and assignees (collectively "Authorized Parties"), and any other third party acting on the Authorized Parties' behalf in accordance with local laws, for legitimate purposes in connection with your employment and the Company's business and in compliance with applicable law. You authorize the Company to transfer such personal information or data to a third party in India or abroad to the extent required to enable such third party to perform employment-related services for the Company.
- **Compliance with privacy obligations.** You acknowledge and fully understand that the Company is committed to safeguarding the privacy and personal information of all its employees, customers, and any other individual that it may be engaged with and that Company has in place suitable policies for securing this compliance. You hereby unconditionally confirm to comply with and abide by the requirements of these policies.
- **Information Security.** You are expected to maintain the confidentiality and integrity of the information assets and comply with all current and future information security policies and directives of the Company, its affiliates, and customers. You are required to maintain the confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, cellular devices and other transportable computers and storage media. You are responsible for maintaining a secure information-processing environment. You are further responsible for maintaining information security even outside the premises of the organization and/or, outside the normal working hours.
- **Business Code of Conduct, Conflict of Interest, and Ethics.** You are expected to conduct yourself with the highest level of ethics. You are also required to sign the Company's Code of Ethical Business Conduct / Conflict of Interest document on the Date of Joining and are obliged to be compliant with the same throughout your employment with the Company. You certify that you will immediately disclose any situation in the future that may possibly be interpreted as involving a conflict of interest. Any instance of non-compliance shall constitute a ground for termination of employment.
- **Compliance with US Laws.** You acknowledge and understand that any equipment and/or technical data/information and/ or services related to U.S.-origin technologies covered by either the U.S. Commerce Control List (CCL) or the U.S. Munitions List (USML), and belonging to the Company or any of its affiliates or any customer or client of the Company or any of such customer's or client's affiliates or subsidiaries, to which you may have access or which may be disclosed to you in the course of employment with the Company or while working for the Company as a subcontractor, consultant, supplier/vendor or in any other independent status, is subject to the Export Administration Regulations (Title 15 Code of Federal Regulations, Parts 730 – 774) and/or the International Traffic In Arms Regulations (Title 22 Code of Federal Regulations, Parts 120 – 130), respectively.

You hereby certify that such equipment, technical data/information, and/or services will not be further disclosed, exported, re-exported, or transferred by you in any manner to any other foreign national or any foreign country without the prior written approval of the Company and/or the U.S. Commerce Department's Bureau of Industry and Security (BIS), and/or the U.S. State Department's Directorate of Defense Trade Controls (DDTC), as required and will be in compliance with the applicable U.S. laws and regulations.

- **Prohibition on alternative employment.** Your position with the Company calls for your full-time employment. You are not permitted to seek alternative employment either whole-time or part-time, or associate with any firm, person, or organization as an advisor, director, or partner, whether for remuneration or not while your employment with the Company, without written permission from the Company.
- **Termination .**
- **Termination for convenience.** You and the Company both have the right to terminate the employment for convenience by providing at least three months' notice ("hereinafter referred to as "Notice"). In case of termination for convenience is initiated by you, the Company reserves the right to either; a) Ask you to serve the entire applicable Notice period as mentioned above or b) Waive the Notice Period on payment by you of an amount equal to the salary payable for such Notice period. The aforesaid options are solely at the discretion of the Company and representatives acting on its behalf. In the event you terminate the employment without providing the appropriate Notice, it will be deemed to be a material breach of these terms and the Company shall be entitled to insist that you serve the Notice period mandatorily and/or claim damages suffered. Notwithstanding anything contained herein, the Company reserves its right to terminate your employment with immediate effect by giving you compensation in lieu of Notice.

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- **Termination for cause/ breach of this General Terms and Conditions.** The Company may in its sole discretion terminate your employment without any Notice, for cause, breach of this General Terms and Conditions of employment, non-performance, failure to comply with applicable policies, misconduct, failure to successfully complete any performance improvement plan, failure to provide joining documentation or in case of any adverse background check reports, any fraudulent acts on your part or for any disciplinary reasons as per the Company's disciplinary procedure. The Company may as a part of disciplinary proceedings or in order to investigate a complaint against you, the Company may put you on suspension for so long as it may think fit without prejudice to the Company's right to subsequently terminate this offer of employment on the same or any other ground.
- **Effect of Termination.** (a) Upon termination of your employment for any reason whatsoever, the Company shall have the right to deduct any outstanding amounts owed by you to the Company from your full and final settlement. Your full and final settlement shall be as per the procedure in the Company policies; (b) You shall hand over all materials, equipment of the Company, or any other property of the Company as per the prescribed procedure under the Company policies.

Non –Solicitation/ Non –Competition

During your employment and for a period expiring (12) twelve months after cessation of employment with the Company for whatever reason, you will not:

be engaged (by way of employment, consultancy, or partnership) either directly or indirectly by a customer of the Company (or any affiliate thereof) on whose account you have worked in 12 months prior to your departure for your benefit or that of any third person or organization; work on any product similar to the product of the Company on which the Company has intellectual property rights that you have worked in the (12) twelve months before your departure; either directly or indirectly solicit the employees of the Company.

Governing Law & Jurisdiction. This offer of employment is made according to the laws of India and the appropriate Courts in Bangalore will have exclusive jurisdiction for all matters arising from or in relation to the offer of employment.

Retirement: You will retire from the services of the Company upon attaining the age of 60 years.

Severability: If any provision of these General Terms and Conditions is held invalid or unenforceable by a court of competent jurisdiction, it shall be considered severed from these General Terms and Conditions, and it shall be deemed automatically replaced by an alternative provision coming closest in scope and mended effect to the original provision, and it shall not invalidate the remaining provisions contained herein which shall continue in full force and effect.

- **International Workers:** Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join. The compensation structure shared hereinbelow is valid only for Citizens of India, Nepal, and Bhutan. In case you are an international worker as defined by the applicable statute, as a condition of your employment, you are required to disclose the same at the time of offer and onboarding and your compensation structure will be redefined at the same fixed compensation. In case of non-disclosure of the same, liabilities arising out of it, if any, shall be borne entirely by you and you will indemnify all the losses, damages occurred due to your non submission of the information and documents pertaining to your nationality.

You shall comply with all other Company policies and rules as notified from time to time. It shall be your responsibility to familiarize yourself with the applicable policies and rules. The Company may modify, augment, delete, or revoke any policies, procedures, practices, or statements regarding your employment at any time, at its sole discretion. Any such changes will be effective immediately upon approval by an officer of the Company or by official declaration through email to all employees unless otherwise stated. The General Terms and Conditions and applicable Company policies constitute the entire agreement among the parties and supersede all prior and existing agreements, both oral and written between the Company and you concerning your employment in the Company.

Please sign a duplicate copy of this letter confirming your acceptance of the above terms and conditions of employment and return it to us for official record-keeping.

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List of Mandatory Documents

You are requested to upload the following documents mandatorily in soft copy format on DXC Employee Connect portal, five days prior to your date of joining. Please know that failure to submit these documents in time will result in Date of Joining getting postponed till receipt of all necessary documentation.

Candidate Owned Documents :

1. Passport Size Photograph
2. PAN Card (Self Attested)
3. Latest copy of Aadhar from UIDAI (<https://myaadhaar.uidai.gov.in/>)
4. Passport and Work Permit (Only applicable for Non-Indian Nationals)
5. Photocopy of Highest Education Certificate
6. Resignation Acceptance and Last Working Day proof

Company Provided documents (to be signed and submitted by candidate):

1. Signed Offer Letter (With signatures on every page)
2. PF Forms (11 & 2)
3. Gratuity Form ESIC Form 1 (Applicable for employees for whom an amount is mentioned in **ESIC- Employer Contribution***** in Annexure III). Soft copy of (i) Bank Passbook or (ii) Cancelled Cheque Leaflet or (iii) Bank Statement containing A/C No., IFSC Code and MICR Code and disability certificate if applicable
- 4.
5. Non-Disclosure Agreement
6. Night Shift Declaration

Please note the following points :

1. The Company provided documents and the instruction to upload soft copy of documents will be sent to you along with welcome email/docket. You are requested to fill out these documents as directed in the instructions also provided within the welcome email.
2. Besides above, you might need to complete insurance and ethics related documentation which you will receive from your onboarding partner.

This offer of employment is subject to successful background and reference check (which may include verification of the previous employment/s, educational verification, criminal records check, etc.). Any adverse verification may lead to immediate termination of this offer or employment as applicable. You hereby certify that all the information (including but not limited to educational qualifications, work experience, past compensation drawn, and all other information) supplied by you to the Company is completely true and accurate. If it is later found that you had supplied incomplete/ inaccurate/untrue/false information, then the Company reserves

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Annexure-III

Pay Structure Details

Salary Component	Monthly (INR)	Annual (INR)
Fixed Salary		
Basic	₹16,265.00	₹1,95,180.00
Provident Fund (PF) - Employer Contribution	₹1,951.83	₹23,422.00
Statutory Bonus*	₹3,253.00	₹39,036.00
Sub-Total(A)	₹21,469.83	₹2,57,638.00
Flexible Benefits Salary		
Flexible Benefits Component 1	₹1,863.50	₹22,362.00
Sub-Total(B)	₹1,863.50	₹22,362.00
Annual Fixed Pay (A+B)	₹23,333.33	₹2,80,000.00
Other Benefits		
Gratuity**	₹782.33	₹9,388.00
ESIC- Employer Contribution***	₹589.17	₹7,070.00
Insurance Premium****	₹1,523.08	₹18,277.00
Sub-Total (C)	₹2,894.58	₹34,735.00
Total Rewards (A+B+C)	₹26,227.92	₹3,14,735.00

the right to terminate your employment without any notice and seek appropriate damages or reimbursement of financial expenses incurred, including those incurred towards your training, relocation, or any other allowances. This is without prejudice to any other rights which the Company may have against you.

* Statutory deduction would include but not be limited to Income Tax, Professional Tax (if applicable), ESIC Contribution (if applicable), Provident Fund

** Employee shall be eligible as per the provisions of the 'Payment of Gratuity Act, 1972' or the Code on Social Security 2020, as and when applicable

*** Employee shall be eligible as per provisions of Employees State Insurance Act, 1948 as amended from time to time or the Code on Social Security 2020, as and when applicable

IV

Flexible Benefits Package

**** Approximate Group Medical Insurance coverage premium assumed towards employee plus spouse and up to 2 dependent children, and towards

Group Life Cover and Group Personal Accident Insurance coverage

Following are the list of flexible benefits* that DXC provides to employees to plan their pay structure accordingly.

Salary Component	Maximum Limit	Supporting Documents
1. House Rent Allowance (HRA)	50% Of Annual Basic	Declaration & at least one receipt per quarter, as proof of rent, from landlord
2. Leave Travel Allowance (LTA)	INR 200,000 pa	Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave
3. Children Education Allowance <i>For a maximum of 2 dependent children; INR100 per child per month</i>	INR 2400 pa	Declaration and submission of receipts
4. Children Hostel Allowance <i>For a maximum of 2 dependent children; INR300 per child per month</i>	INR 7200 pa	Declaration and submission of receipts
5. Chauffeur and Fuel Reimbursement for Own Car		Declaration and submission of receipts
6. Meal Coupon	INR 26400 pa	Nil
7. Telephone Reimbursement <i>Towards telephone and/or broadband expenses</i>	INR 18000 pa	Declaration and submission of receipts
8. Transport Allowance <i>Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year; fully taxable</i>	100% of Flexible Benefits Declaration	Nil

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities



EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka , India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

16 December, 2023

**Ms Meghana Meghana
#123, 5th Main Road,
Jayanagar 1st Block Byrasandra,
Bengaluru,
Karnataka - 560011**

**Contact No: 7975966509
Email: meghana200385@gmail.com**

Dear Meghana,

Subject: Letter of intent

With reference to the campus selection process and the subsequent interviews that you had with us, we are pleased to extend a letter of intent subject to the following terms and conditions:

1. Position:

You will be offered a position in "EY Global Delivery Services India LLP" (the "Firm").

2. Date of joining and work location:

Your date of joining the company and work location will be communicated to you at a later stage.

3. Annual total compensation:

You shall be paid an annual total compensation of **INR.3,83,250/-** per annum. The annual total compensation includes variable pay bonus (VPB) and addition to this insurance and gratuity are added this will be subject to applicable taxes as per the provision of IncomeTax Act & will be paid to you after deduction of income tax and other applicable taxes at source.

Variable pay bonus(VPB) is a pay for performance program where you will be eligible to participate and have a differential reward based on EY GDS, business unit and personal performance. This will be payable on or before 31 August 2025. This is subject to you being employed with the Firm as on the date of payment of Variable Pay Bonus. Employees who join the Firm during the year will be eligible for a prorated Variable Pay Bonus payment. The Variable Pay Bonus amount is subject to income tax deduction as per rules prescribed under the tax laws.

4. Education Qualification:

This letter of intent is subject to your successful completion of B.Com exams by June 2024.

5. Pre-offer Assessment:

Upon achieving qualification, you will be required to participate into the EY GDS Candidate Assessment program ("Assessment"). the terms, conditions and rules of the assessment shall be communicated to you in writing. You must pass this assessment. If you do not pass the assessment, this letter shall stand annulled, and you will lose the opportunity to receive the offer of employment from the Firm.

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC093751) converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP Identity No. AAL – 2743) effective 30 November, 2017 Regd.Office: 3rd floor, Tower 'C', RMZ Infinity, Old Madras Road, Benniganahalli, K R Puram Bangalore - 560016, India

This file is signed using Digital Signature.



Please note that a detailed offer letter would be issued to you subsequently, Subject to you accepting and meeting all the conditions stipulated in this letter.

Looking forward to a mutually beneficial association.

Thanking you.

Yours Faithfully,

for **EY Global Delivery Services India LLP**

Signed By: Divya.Parihar

Reason: Letter of Intent

Location: Bangalore

Date:12/17/2023 12:03:43

Authorized Signatory

HAPPIEST CURATORS PVT LTD

APPOINTMENT LETTER

Date: 29th January, 2024

Dear Debmalya Saha,

Following our recent discussions, we are delighted to offer you the position of **Trainee - Corporate Sales**. Happy Retreats is excited to bring you Onboard. We are confident you will find this new opportunity both challenging and rewarding.

We're just a few formalities away from getting down to work. Please take the time to review our formal offer. It includes important details about your compensation, Date of Joining the work & Location of your anticipated employment with Happy Retreats.

You shall be reporting on **2nd Feb, 2024** at **Happy Retreats Corporate Office, Upper Palace Orchards, 30, 13th cross Rd, Sadashiva Nagar, Armane Nagar, Bengaluru, Karnataka 560080**.

In this Position, Happy Retreats is Offering to Start at a pay of **Rs. 7000 per month (Rs. 5000 + Rs. 2000)**. You will be paid on a monthly basis, starting from **2nd Feb, 2024**.

Job Title: Intern - Corporate Sales

OJT Start Date: 2nd Feb, 2024

OJT End Date: 2nd May, 2024

It is all about the Attention to Detail and take pride in your work. This is not your average day job! Under Happy Retreats roof, you create your own success. To help make it happen, we provide: A dynamic & entrepreneurial atmosphere where you are given room to do your best work.

During your Training, your scope of Responsibilities will include those for which you are engaged, as well as any other duties given to you by your reporting manager from time to time.

HAPPIEST CURATORS PVT LTD

APPOINTMENT LETTER

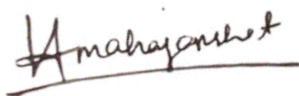
By Accepting the Offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms. You are also required to substantially use all your time and effort to perform these tasks during the business hours and such reasonable additional time as may be necessary. During the Internship period, the company will have all the rights to terminate your services without offering any reason and you are required to give 1 month notice should you wish to terminate before the end of your tenure.

By accepting this offer of Internship, you acknowledge that you will keep all of this information strictly confidential and refrain from using it to your own purpose or from disclosing it to anyone outside of the company. In addition, you agree that, upon conclusion of your tenure, you will immediately return to the company all of its property, equipment and documents including electronically stored information.

Please indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before **5th Feb, 2024**

Following the probation period, a progression and performance review will be conducted on a Monthly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

Note: Full-Time Opportunity is subject to the monthly performance assessment conducted during the Probation Cycle.



Vinal
HR, Happy Retreats

Date:

Applicant's Signature:

Private & Confidential

HRD / Offerlr / ATS497707
 Aug 27, 2024
 Keerthana N

Dear keerthana,
 Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in 1. Your initial posting will be at Bangalore-Residency Road.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

Table I : Compensation

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	7,750	93,000
Flexible Compensation Plan	8,077	96,929
Supplementary Allowance	7,250	87,000
Minimum Statutory Bonus	583	7,000
Total [A]	23,661	2,83,929
Employer's Contribution to PF	1,800	21,600
Gratuity	373	4,471
Retirals [B]	2,173	26,071
Annual Guaranteed Pay (AGP) [A+B]	25,833	3,10,000
Conveyance Allowance	2,500	30,000
Mobile Reimbursement*	750	9,000

*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

Please provide your acceptance to the offer letter within 5 days from its receipt failing which

1. the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.
2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
 - i. Mismatch in your previous employment date even for a day or
 - ii. Mismatch in your previous pay slip or
 - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

We look forward to your joining the Company and wish you a long and successful career with the organisation.

For ICICI Prudential Life Insurance Co. Ltd.



Subhashish Banerji
Chief – Sales HR delivery - Human Resources

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Keerthana N

Signature & date: _____

Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. **Learning & Growth:** We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. **Supportive Environment:** We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. **Fairness & Meritocracy:** We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group medical policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> • Privilege Leave (PL): 28 days (21 days during the first year of service) • Sick Leave (SL): 15 days • Maternity leave (ML): 180 days • Paternity Leave: 5 days • Adoption / Surrogacy Leave: 90 days 	Employee

*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

** Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

*** PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.

Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

Annexure III: Terms and Conditions of Employment

1. Transfer: The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.

2. Background check: The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

3. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.

4. Leave: Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.



BIG BULLS

"A boon to your investment"

EMPLOYMENT OFFER

Dear ASAD ULLA KHAN,

With reference to your application and subsequent interview, we are pleased to offer you a position as **"FINANCE EXECUTIVE"** at **Big Bulls**

This is a full time role and your CTC will be **3,25,000** lakh per annum. The tenure of training would be minimum of 2 months i.e., starting from **01-04-2024**.

Also, at the time of joining scanned & send photo copy of –Bonafide certificate, Aadhar Card, PAN Card, passport photo, and college ID card. We look forward to a mutually rewarding relationship.

BIG BULLS



Yours Sincerely,

HR Department

For this position, your major duties include

On your Joining you will be working on a project for period minimum of 2 months tentatively from, **01-04-2024**

1. During your training you will be provided with ongoing feedback on your performances as measured against the goals and expectation of your position and program. Upon completion of task you will undergo a performance evaluation process based on the company's performance criteria for trainee.
2. You will be required to apply and maintain the highest standard of personal conduct and integrity and comply with all the policies and procedures of the company.
3. You are aware that during your training, you will have access to and be entrusted with information in respect of the business if the company and its dealings, transaction and affairs, all which information's is to be confidential and/or proprietary.
4. All notes and memorandum (whether in physical or electronic media) of any trade secrets are confidential information concerning the business of the company or any its supplier, agents clients distributors or customers which shall be acquired, received or made by you during your training shall be property of the company and shall be surrendered by you at the end of your training.

Explanation: "Confidential information" means the company's secrets and extends to all knowledge and information relating to the company's business, organization, finances, processes, specifications and technology.

5. You will be required to work Monday to Saturday (inclusive) during training and your normal working hours shall be structured in accordance with the specific details of the work you are engaged in.

6. The company at any time decide to terminate your training under this agreement without notice and without payment in lieu of notice, on any ground whatsoever, including change in the company's own plans and operations, or ground whatsoever, including change in the company's own plans and operations, or ground of unsatisfactory performance, gross default or misconduct in connection with or affecting the business of the company or violation of the company's policies, or absence without prior approval of your manager, or in the event of any breach or non-observance by yourself or any of the stipulations contained in this agreement which, in the company opinion is materially determined to its interest.

7. You shall be promptly terminated whenever requested by the company and in any event upon the termination of your offer (however and whenever such termination occurs) deliver to the company (or as otherwise directed by the company) all keys and passes, computers, computer disks, correspondence, documents, books, papers, files, records and reports and other property or materials belonging to or relating to the business of the company or control in the course of or in course queries of your offer.

Acceptance

BIG BULLS

Name:

Signature:

Date:



Memorandum of Understandings

This memorandum of Understanding is executed on (25-03-2024) between two parties indicated below:

- **Big Bulls**
- **ASAD ULLA KHAN**

This Memorandum of Understanding stands as evidence that **Big Bulls** and **ASAD ULLA KHAN**, from **DAYANANDA SAGAR UNIVERSITY** have agreed upon the agreement.

Best Regards,

Candidate Signature

HR Department

Big Bulls

Big Bulls

Workz Floor, D Block, 103 A, Motati Meadows 1st Floor Bennigna halli, Old MadrasRoad, above ICICI Bank, near Gopalan mall, Bangalore 560016



BIG BULLS

"A boon to your investment"

EMPLOYMENT OFFER

Dear NISHA N,

With reference to your application and subsequent interview, we are pleased to offer you a position as **"FINANCE EXECUTIVE"** at **Big Bulls**

This is a full time role and your CTC will be **3,25,000** lakh per annum. The tenure of training would be minimum of 2 months i.e., starting from **01-04-2024**.

Also, at the time of joining scanned & send photo copy of –Bonafide certificate, Aadhar Card, PAN Card, passport photo, and college ID card. We look forward to a mutually rewarding relationship.

BIG BULLS



Yours Sincerely,

HR Department

For this position, your major duties include

On your Joining you will be working on a project for period minimum of 2 months tentatively from, **01-04-2024**

1. During your training you will be provided with ongoing feedback on your performances as measured against the goals and expectation of your position and program. Upon completion of task you will undergo a performance evaluation process based on the company's performance criteria for trainee.
2. You will be required to apply and maintain the highest standard of personal conduct and integrity and comply with all the policies and procedures of the company.
3. You are aware that during your training, you will have access to and be entrusted with information in respect of the business if the company and its dealings, transaction and affairs, all which information's is to be confidential and/or proprietary.
4. All notes and memorandum (whether in physical or electronic media) of any trade secrets are confidential information concerning the business of the company or any its supplier, agents clients distributors or customers which shall be acquired, received or made by you during your training shall be property of the company and shall be surrendered by you at the end of your training.

Explanation: "Confidential information" means the company's secrets and extends to all knowledge and information relating to the company's business, organization, finances, processes, specifications and technology.

5. You will be required to work Monday to Saturday (inclusive) during training and your normal working hours shall be structured in accordance with the specific details of the work you are engaged in.

6. The company at any time decide to terminate your training under this agreement without notice and without payment in lieu of notice, on any ground whatsoever, including change in the company's own plans and operations, or ground whatsoever, including change in the company's own plans and operations, or ground of unsatisfactory performance, gross default or misconduct in connection with or affecting the business of the company or violation of the company's policies, or absence without prior approval of your manager, or in the event of any breach or non-observance by yourself or any of the stipulations contained in this agreement which, in the company opinion is materially determined to its interest.

7. You shall be promptly terminated whenever requested by the company and in any event upon the termination of your offer (however and whenever such termination occurs) deliver to the company (or as otherwise directed by the company) all keys and passes, computers, computer disks, correspondence, documents, books, papers, files, records and reports and other property or materials belonging to or relating to the business of the company or control in the course of or in course queries of your offer.

Acceptance

BIG BULLS

Name:

Signature:

Date:



Memorandum of Understandings

This memorandum of Understanding is executed on (25-03-2024) between two parties indicated below:

- **Big Bulls**
- **NISHA N**

This Memorandum of Understanding stands as evidence that **Big Bulls** and **NISHA N**, from **DAYANANDA SAGAR UNIVERSITY** have agreed upon the agreement.

Best Regards,

Candidate Signature

HR Department

Big Bulls

Big Bulls

Workz Floor, D Block, 103 A, Motati Meadows 1st Floor Bennigna halli, Old MadrasRoad, above ICICI Bank, near Gopalan mall, Bangalore 560016



Date: 01-Aug-2024

To,

Nikitha R Rathod
NHCS Layout, 3rd Stage 4th Block, Teacher's Colony, Basaveshwar Nagar,
Bengaluru, Karnataka 560079

OFFER OF EMPLOYMENT

Dear Nikitha R Rathod,

We are pleased to extend to you an offer of employment with DXC Technology India Pvt Ltd (hereinafter referred to as "DXC" or the "Company") with details as follows:

Designation	Analyst III HR Operations
Job Level	15
Date of Joining	14-Aug-2024
Base Location	Bangalore

Details of your compensation are as follows:

Your **Annual Fixed Pay** will be INR 280,000.00 per annum and the breakup of the same is provided in **Annexure-III** .

This offer of employment is subject to your agreement to the general terms and conditions of employment outlined in **Annexure-I** of this offer, which shall govern your employment with the Company.

You are required to submit originals of mandatory documents on the Date of Joining as per the list mentioned in **Annexure-II**.



Please confirm your date of joining along-with acceptance of the terms and conditions outlined in this offer of employment within 20 days of receiving this letter.

We are confident that you will make a positive contribution to DXC's success and that you will find working with DXC to be an exciting and rewarding opportunity.

***Due to the Covid-19, based on our assessment of the situation, your onboarding may be facilitated at your residence, if our offices continue to remain in precautionary closure mode. For and on behalf of**

DXC Technology India Pvt Ltd

Authorized Signatory:

Lokendra
Lokendra Sethi (Aug 2, 2024 12:24 GMT+5.5)

Sethi
r1:signature}}

Name: Lokendra Sethi

Designation: Vice President Human Resources

Signature
{{Sig1_es_:signer2:signature}}

Legal Name : Nikitha R
Rathod
Read and accepted
the above



Annexure-I

General Terms & Conditions of Employment

Compensation and Benefits :

Annual Fixed Pay. Your annual fixed pay would be INR 280,000.00 per annum. Please refer to Annexure-III in this offer letter for details of your pay and benefits.

Statutory Benefits. You will be eligible for statutory benefits such as provident fund, gratuity, payment of statutory bonus, etc. as per the Company policies and the applicable legislation.

- a. **Provident Fund.** You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12 % of your Basic Salary to the Provident Fund Scheme. This is inclusive of statutory remittance by the Company towards the employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.
- b. **Gratuity.** You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972 or the Code on Social Security 2020, as and when applicable.

Insurance Benefits. In addition to the annual fixed pay, you shall also be entitled to the following benefits as per DXC Policy (subject to change at the sole discretion of DXC without any prior approval or notification to you):

The Company will provide Group Term Life Cover, Group Personal Accident Insurance for yourself and Group Medical Insurance coverage for you, your spouse and up to two dependent children. The annual premium will be borne by the Company and is over and above your annual fixed pay.

- a. **Group Medical Insurance** coverage is extended to employee, spouse, and up to two dependent children on a family floater basis for INR 1,000,000. You have an option to top it up by INR 250,000 or INR 500,000 or INR 1,000,000 or INR 1,500,000 or INR 2,000,000 by paying an additional premium. You can also cover parents/in-laws by paying an additional premium in the same floater.
- b. **Group Personal Accident Insurance (GPAP)** coverage is 3 times of Annual Fixed Pay or INR 1,500,000, whichever is higher. Group Term Life Cover coverage is 3.5 times the Annual Fixed Pay or INR 1,500,000, whichever is higher. The premium payable for these insurance benefits forms a part of your Total Rewards.

Flexibility Benefits Package. Upon joining, subject to annual fixed pay, you have the option to re-structure the allowances (if applicable) after allocation to (1) Basic Salary, (2) Retirals and (3) Statutory Bonus. A broad guideline applicable to you is attached in Annexure-IV to help you determine the plan.

Allowance restructuring may not be applicable for certain job levels due to statutory requirements.

Sign-on Bonus. As a special consideration, you would be paid a sign-on bonus of INR ₹20,000.00. Kindly note that this would be a "once only" payment and would be predicated on your continued employment with DXC Technology for a period of 12 months from the date of joining. The amount will be paid via first payroll cycle after your joining. Should you leave the company before completion of 12 months, the total bonus already paid to you will be fully recoverable. Any tax liability arising due to recovery of this payment per income tax act and rules will be borne by you.

Leave and Holidays :

You are entitled to earned leave, casual leave as well as holidays as per the prevailing Company Policy.

Note: In addition to the statutory benefits, during the term of your employment with the Company, you may be entitled to participate in the employee benefit plans as applicable to your job level as per the Company policy. The Company reserves the right to cancel or change the benefit plans and programs it offers to its employees at any time, for any or no reason, and with or without notice.

Employee shall be eligible as per provisions of Employees State Insurance Act, 1948 ("ESIC") as amended from time to time or the Code on Social Security 2020, as and when applicable.

DXC Technology India Private Limited, CIN: U72900TN2015FTC102489

Registered Office: 4th Floor, CITIUS-A, Olympia Technology Park, No 1, SIDCO Industrial Estate, Guindy, Chennai, Tamil Nadu - 600032

T - 04433022991, Email: indiasecretarial@dxc.com, www.dxc.com/in/en



The statutory deduction would include but not be limited to Income Tax, Professional Tax (if applicable), ESIC Contribution (if applicable), and Provident Fund Contribution.

Other Terms & Conditions of Employment

- **Date of Joining.** The date of joining and any change in the same would be at the sole discretion of DXC.
 - a. Any date of joining change requested by you must be communicated to the recruiter at least 7 days prior to the original date of joining.
 - b. Date of joining mentioned in the offer letter is subjective to change based on your timely submission of documents required for background verification and onboarding.
 - c. If there is a change in date of joining as requested by you or company, a new offer letter will not be issued.
- **Work Hours.** You will be required to work as per the Company policies. A normal work week would consist of a forty-five (45) hour workweek excluding breaks. These are subject to change as per business requirements. The same number of work hours are expected even when you are on an assignment abroad unless communicated otherwise by the Company. You may also be required to work in shift timings based on business requirements and deliverables to its customers.
- **Work Flexibility.** You may be required to work from home or DXC premises based on your role and job requirements as determined by DXC, at its sole discretion. You shall not perform your job from outside India unless it has been approved/processed through DXC.

Transfer and Relocation. During your employment with the Company your services can be transferred to any of the locations in India or abroad or any function, department, platform, or technology within Company offices, client locations, or to any associate or subsidiary company or group company of DXC, whether existing or to be set up in future, on terms and conditions to be agreed upon. The benefits linked to such transfers will be governed by the respective Company policy in force from time to time.

- **Confidentiality and Intellectual Property Rights.** Your obligation about confidentiality and intellectual property rights shall be in accordance with the Non-Disclosure Agreement to be signed between you and Company during onboarding. The provision of the said undertaking shall form an integral part of these General Terms and Conditions and a breach of the Undertaking shall be deemed a breach of these General Terms and Conditions. During your employment with the Company, you may perform services related to computer software systems and related material. You acknowledge that all right, title, and interest (including without limitation any patent, copyright, trademarks, moral rights, design rights, and other proprietary rights of any nature anywhere in the world), that is now or may be available, in any inventions, discoveries, concepts, designs, business processes, know-how, developments, improvements, original works of authorship, material, trade secrets, processes, formulae, business and product names, logos, slogans, industrial models, processes, designs, databases, methodologies, software, computer programs (including all source codes), technical information, manufacturing, engineering, and technical drawings, or the like (collectively, the "Inventions") created or conceived by you (either solely or jointly) in course of your employment with the Company shall vest with the Company upon creation. All work produced by you and done for the Company including software writing or development during employment with the Company shall be work done for and of the ownership of the Company and shall be the property of the Company. You understand and declare that you shall not claim any ownership therein or claim to be the author thereof.

You also agree that the work product/Inventions of these efforts shall be "works made for hire" belonging to the Company in which you retain no right, title, or interest. Furthermore, to the extent that any such ownership and proprietary rights do not vest with the Company automatically as per the terms above or through the operation of law, you hereby irrevocably, unconditionally and in perpetuity assign any rights including without limitation any patent, copyright, trademarks, moral rights, design rights, database rights, trade names, service marks and other proprietary rights available anywhere in the world in such work product/Inventions to the Company and herewith specifically, to the maximum extent permitted by applicable law, waives any moral rights as may accrue in such work product/Inventions.

Further, all records, documents, papers (including copies and summaries thereof), and other copyrightable works created, developed, or acquired by you in the course of employment shall, together with all the worldwide copyright and design rights in all such works, be and at all times remain the absolute property of the Company. You expressly waive the application of Section 19 (4) of the Indian Copyright Act, 1957.

In performing the work assigned to you, you will not use any third-party information, including but not limited to information that you agreed to maintain or were obligated to maintain as confidential, and will not copy any material of a third party.

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- **Consent to use personal information.** You hereby consent to the collection of your personal information including your sensitive personal information by the Company about your employment at the Company, including conducting background checks and verifications and for the processing of your benefits, while you are employed with the Company. You also consent to the Company sharing such personal information with authorized third parties including but not limited to Company's subsidiaries, affiliated companies, officers, directors, managers, shareholders, agents, employees, attorneys, representatives, and assignees (collectively "Authorized Parties"), and any other third party acting on the Authorized Parties' behalf in accordance with local laws, for legitimate purposes in connection with your employment and the Company's business and in compliance with applicable law. You authorize the Company to transfer such personal information or data to a third party in India or abroad to the extent required to enable such third party to perform employment-related services for the Company.
- **Compliance with privacy obligations.** You acknowledge and fully understand that the Company is committed to safeguarding the privacy and personal information of all its employees, customers, and any other individual that it may be engaged with and that Company has in place suitable policies for securing this compliance. You hereby unconditionally confirm to comply with and abide by the requirements of these policies.
- **Information Security.** You are expected to maintain the confidentiality and integrity of the information assets and comply with all current and future information security policies and directives of the Company, its affiliates, and customers. You are required to maintain the confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, cellular devices and other transportable computers and storage media. You are responsible for maintaining a secure information-processing environment. You are further responsible for maintaining information security even outside the premises of the organization and/or, outside the normal working hours.
- **Business Code of Conduct, Conflict of Interest, and Ethics.** You are expected to conduct yourself with the highest level of ethics. You are also required to sign the Company's Code of Ethical Business Conduct / Conflict of Interest document on the Date of Joining and are obliged to be compliant with the same throughout your employment with the Company. You certify that you will immediately disclose any situation in the future that may possibly be interpreted as involving a conflict of interest. Any instance of non-compliance shall constitute a ground for termination of employment.
- **Compliance with US Laws.** You acknowledge and understand that any equipment and/or technical data/information and/ or services related to U.S.-origin technologies covered by either the U.S. Commerce Control List (CCL) or the U.S. Munitions List (USML), and belonging to the Company or any of its affiliates or any customer or client of the Company or any of such customer's or client's affiliates or subsidiaries, to which you may have access or which may be disclosed to you in the course of employment with the Company or while working for the Company as a subcontractor, consultant, supplier/vendor or in any other independent status, is subject to the Export Administration Regulations (Title 15 Code of Federal Regulations, Parts 730 – 774) and/or the International Traffic In Arms Regulations (Title 22 Code of Federal Regulations, Parts 120 – 130), respectively.

You hereby certify that such equipment, technical data/information, and/or services will not be further disclosed, exported, re-exported, or transferred by you in any manner to any other foreign national or any foreign country without the prior written approval of the Company and/or the U.S. Commerce Department's Bureau of Industry and Security (BIS), and/or the U.S. State Department's Directorate of Defense Trade Controls (DDTC), as required and will be in compliance with the applicable U.S. laws and regulations.

- **Prohibition on alternative employment.** Your position with the Company calls for your full-time employment. You are not permitted to seek alternative employment either whole-time or part-time, or associate with any firm, person, or organization as an advisor, director, or partner, whether for remuneration or not while your employment with the Company, without written permission from the Company.
- **Termination .**
- **Termination for convenience.** You and the Company both have the right to terminate the employment for convenience by providing at least three months' notice ("hereinafter referred to as "Notice"). In case of termination for convenience is initiated by you, the Company reserves the right to either; a) Ask you to serve the entire applicable Notice period as mentioned above or b) Waive the Notice Period on payment by you of an amount equal to the salary payable for such Notice period. The aforesaid options are solely at the discretion of the Company and representatives acting on its behalf. In the event you terminate the employment without providing the appropriate Notice, it will be deemed to be a material breach of these terms and the Company shall be entitled to insist that you serve the Notice period mandatorily and/or claim damages suffered. Notwithstanding anything contained herein, the Company reserves its right to terminate your employment with immediate effect by giving you compensation in lieu of Notice.

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- **Termination for cause/ breach of this General Terms and Conditions.** The Company may in its sole discretion terminate your employment without any Notice, for cause, breach of this General Terms and Conditions of employment, non-performance, failure to comply with applicable policies, misconduct, failure to successfully complete any performance improvement plan, failure to provide joining documentation or in case of any adverse background check reports, any fraudulent acts on your part or for any disciplinary reasons as per the Company's disciplinary procedure. The Company may as a part of disciplinary proceedings or in order to investigate a complaint against you, the Company may put you on suspension for so long as it may think fit without prejudice to the Company's right to subsequently terminate this offer of employment on the same or any other ground.
- **Effect of Termination.** (a) Upon termination of your employment for any reason whatsoever, the Company shall have the right to deduct any outstanding amounts owed by you to the Company from your full and final settlement. Your full and final settlement shall be as per the procedure in the Company policies; (b) You shall hand over all materials, equipment of the Company, or any other property of the Company as per the prescribed procedure under the Company policies.

Non –Solicitation/ Non –Competition

During your employment and for a period expiring (12) twelve months after cessation of employment with the Company for whatever reason, you will not:

be engaged (by way of employment, consultancy, or partnership) either directly or indirectly by a customer of the Company (or any affiliate thereof) on whose account you have worked in 12 months prior to your departure for your benefit or that of any third person or organization; work on any product similar to the product of the Company on which the Company has intellectual property rights that you have worked in the (12) twelve months before your departure; either directly or indirectly solicit the employees of the Company.

Governing Law & Jurisdiction. This offer of employment is made according to the laws of India and the appropriate Courts in Bangalore will have exclusive jurisdiction for all matters arising from or in relation to the offer of employment.

Retirement: You will retire from the services of the Company upon attaining the age of 60 years.

Severability: If any provision of these General Terms and Conditions is held invalid or unenforceable by a court of competent jurisdiction, it shall be considered severed from these General Terms and Conditions, and it shall be deemed automatically replaced by an alternative provision coming closest in scope and mended effect to the original provision, and it shall not invalidate the remaining provisions contained herein which shall continue in full force and effect.

- **International Workers:** Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join. The compensation structure shared hereinbelow is valid only for Citizens of India, Nepal, and Bhutan. In case you are an international worker as defined by the applicable statute, as a condition of your employment, you are required to disclose the same at the time of offer and onboarding and your compensation structure will be redefined at the same fixed compensation. In case of non-disclosure of the same, liabilities arising out of it, if any, shall be borne entirely by you and you will indemnify all the losses, damages occurred due to your non submission of the information and documents pertaining to your nationality.

You shall comply with all other Company policies and rules as notified from time to time. It shall be your responsibility to familiarize yourself with the applicable policies and rules. The Company may modify, augment, delete, or revoke any policies, procedures, practices, or statements regarding your employment at any time, at its sole discretion. Any such changes will be effective immediately upon approval by an officer of the Company or by official declaration through email to all employees unless otherwise stated. The General Terms and Conditions and applicable Company policies constitute the entire agreement among the parties and supersede all prior and existing agreements, both oral and written between the Company and you concerning your employment in the Company.

Please sign a duplicate copy of this letter confirming your acceptance of the above terms and conditions of employment and return it to us for official record-keeping.

DXC Technology India Private Limited, CIN: U72900TN2015FTC102489

Registered Office: 4th Floor, CITIUS-A, Olympia Technology Park, No 1, SIDCO Industrial Estate, Guindy, Chennai, Tamil Nadu - 600032

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List of Mandatory Documents

You are requested to upload the following documents mandatorily in soft copy format on DXC Employee Connect portal, five days prior to your date of joining. Please know that failure to submit these documents in time will result in Date of Joining getting postponed till receipt of all necessary documentation.

Candidate Owned Documents :

1. Passport Size Photograph
2. PAN Card (Self Attested)
3. Latest copy of Aadhar from UIDAI (<https://myaadhaar.uidai.gov.in/>)
4. Passport and Work Permit (Only applicable for Non-Indian Nationals)
5. Photocopy of Highest Education Certificate
6. Resignation Acceptance and Last Working Day proof

Company Provided documents (to be signed and submitted by candidate):

1. Signed Offer Letter (With signatures on every page)
2. PF Forms (11 & 2)
3. Gratuity Form/ESIC Form 1 (Applicable for employees for whom an amount is mentioned in **ESIC-Employer Contribution***** in Annexure III). Soft copy of (i) Bank Passbook or (ii) Cancelled Cheque Leaflet or (iii) Bank Statement containing A/C No., IFSC Code and MICR Code and disability certificate if applicable
- 4.
5. Non-Disclosure Agreement
6. Night Shift Declaration

Please note the following points :

1. The Company provided documents and the instruction to upload soft copy of documents will be sent to you along with welcome email/docket. You are requested to fill out these documents as directed in the instructions also provided within the welcome email.
2. Besides above, you might need to complete insurance and ethics related documentation which you will receive from your onboarding partner.

This offer of employment is subject to successful background and reference check (which may include verification of the previous employment/s, educational verification, criminal records check, etc.). Any adverse verification may lead to immediate termination of this offer or employment as applicable. You hereby certify that all the information (including but not limited to educational qualifications, work experience, past compensation drawn, and all other information) supplied by you to the Company is completely true and accurate. If it is later found that you had supplied incomplete/ inaccurate/untrue/false information, then the Company reserves

DXC Technology India Private Limited, CIN: U72900TN2015FTC102489

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Annexure-III

Pay Structure Details

Salary Component	Monthly (INR)	Annual (INR)
Fixed Salary		
Basic	₹16,265.00	₹1,95,180.00
Provident Fund (PF) - Employer Contribution	₹1,951.83	₹23,422.00
Statutory Bonus*	₹3,253.00	₹39,036.00
Sub-Total(A)	₹21,469.83	₹2,57,638.00
Flexible Benefits Salary		
Flexible Benefits Component 1	₹1,863.50	₹22,362.00
Sub-Total(B)	₹1,863.50	₹22,362.00
Annual Fixed Pay (A+B)	₹23,333.33	₹2,80,000.00
Other Benefits		
Gratuity**	₹782.33	₹9,388.00
ESIC- Employer Contribution***	₹589.17	₹7,070.00
Insurance Premium****	₹1,523.08	₹18,277.00
Sub-Total (C)	₹2,894.58	₹34,735.00
Total Rewards (A+B+C)	₹26,227.92	₹3,14,735.00

the right to terminate your employment without any notice and seek appropriate damages or reimbursement of financial expenses incurred, including those incurred towards your training, relocation, or any other allowances. This is without prejudice to any other rights which the Company may have against you.

* Statutory deduction would include but not be limited to Income Tax, Professional Tax (if applicable), ESIC Contribution (if applicable), Provident Fund

** Employee shall be eligible as per the provisions of the 'Payment of Gratuity Act, 1972' or the Code on Social Security 2020, as and when applicable

*** Employee shall be eligible as per provisions of Employees State Insurance Act, 1948 as amended from time to time or the Code on Social Security 2020, as and when applicable

IV

Flexible Benefits Package

**** Approximate Group Medical Insurance coverage premium assumed towards employee plus spouse and up to 2 dependent children, and towards

Group Life Cover and Group Personal Accident Insurance coverage

Following are the list of flexible benefits* that DXC provides to employees to plan their pay structure accordingly.

Salary Component	Maximum Limit	Supporting Documents
1. House Rent Allowance (HRA)	50% Of Annual Basic	Declaration & at least one receipt per quarter, as proof of rent, from landlord
2. Leave Travel Allowance (LTA)	INR 200,000 pa	Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave
3. Children Education Allowance <i>For a maximum of 2 dependent children; INR100 per child per month</i>	INR 2400 pa	Declaration and submission of receipts
4. Children Hostel Allowance <i>For a maximum of 2 dependent children; INR300 per child per month</i>	INR 7200 pa	Declaration and submission of receipts
5. Chauffeur and Fuel Reimbursement for Own Car		Declaration and submission of receipts
6. Meal Coupon	INR 26400 pa	Nil
7. Telephone Reimbursement <i>Towards telephone and/or broadband expenses</i>	INR 18000 pa	Declaration and submission of receipts
8. Transport Allowance <i>Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year; fully taxable</i>	100% of Flexible Benefits Declaration	Nil

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities



Date: 01-Aug-2024

To,

Suhas T S
2nd Main, Heggenhalli Cross, Off, Magadi Main Rd, opp. KTG School, Srigandha
Nagar, Sunkadakatte, Bengaluru, Karnataka 560091

OFFER OF EMPLOYMENT

Dear Suhas T S,

We are pleased to extend to you an offer of employment with DXC Technology India Pvt Ltd (hereinafter referred to as "DXC" or the "Company") with details as follows:

Designation	Analyst III HR Operations
Job Level	15
Date of Joining	14-Aug-2024
Base Location	Bangalore

Details of your compensation are as follows:

Your **Annual Fixed Pay** will be INR 280,000.00 per annum and the breakup of the same is provided in **Annexure-III**.

This offer of employment is subject to your agreement to the general terms and conditions of employment outlined in **Annexure-I** of this offer, which shall govern your employment with the Company.

You are required to submit originals of mandatory documents on the Date of Joining as per the list mentioned in **Annexure-II**.



Please confirm your date of joining along-with acceptance of the terms and conditions outlined in this offer of employment within 20 days of receiving this letter.

We are confident that you will make a positive contribution to DXC's success and that you will find working with DXC to be an exciting and rewarding opportunity.

***Due to the Covid-19, based on our assessment of the situation, your onboarding may be facilitated at your residence, if our offices continue to remain in precautionary closure mode. For and on behalf of**

DXC Technology India Pvt Ltd

Authorized Signatory:

Lokendra
Lokendra Sethi (Aug 2, 2024 12:24 GMT+5.5)

Sethi
r1:signature}}

Name: Lokendra Sethi

Designation: Vice President Human Resources

Signature
{{Sig1_es_:signer2:signature}}

Legal Name : Suhas T SRead
and accepted the above



Annexure-I

General Terms & Conditions of Employment

Compensation and Benefits :

Annual Fixed Pay. Your annual fixed pay would be INR 280,000.00 per annum. Please refer to Annexure-III in this offer letter for details of your pay and benefits.

Statutory Benefits. You will be eligible for statutory benefits such as provident fund, gratuity, payment of statutory bonus, etc. as per the Company policies and the applicable legislation.

- a. **Provident Fund.** You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12 % of your Basic Salary to the Provident Fund Scheme. This is inclusive of statutory remittance by the Company towards the employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.
- b. **Gratuity.** You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972 or the Code on Social Security 2020, as and when applicable.

Insurance Benefits. In addition to the annual fixed pay, you shall also be entitled to the following benefits as per DXC Policy (subject to change at the sole discretion of DXC without any prior approval or notification to you):

The Company will provide Group Term Life Cover, Group Personal Accident Insurance for yourself and Group Medical Insurance coverage for you, your spouse and up to two dependent children. The annual premium will be borne by the Company and is over and above your annual fixed pay.

- a. **Group Medical Insurance** coverage is extended to employee, spouse, and up to two dependent children on a family floater basis for INR 1,000,000. You have an option to top it up by INR 250,000 or INR 500,000 or INR 1,000,000 or INR 1,500,000 or INR 2,000,000 by paying an additional premium. You can also cover parents/in-laws by paying an additional premium in the same floater.
- b. **Group Personal Accident Insurance (GPAP)** coverage is 3 times of Annual Fixed Pay or INR 1,500,000, whichever is higher. Group Term Life Cover coverage is 3.5 times the Annual Fixed Pay or INR 1,500,000, whichever is higher. The premium payable for these insurance benefits forms a part of your Total Rewards.

Flexibility Benefits Package. Upon joining, subject to annual fixed pay, you have the option to re-structure the allowances (if applicable) after allocation to (1) Basic Salary, (2) Retirals and (3) Statutory Bonus. A broad guideline applicable to you is attached in Annexure-IV to help you determine the plan.

Allowance restructuring may not be applicable for certain job levels due to statutory requirements.

Sign-on Bonus. As a special consideration, you would be paid a sign-on bonus of INR ₹20,000.00. Kindly note that this would be a “once only” payment and would be predicated on your continued employment with DXC Technology for a period of 12 months from the date of joining. The amount will be paid via first payroll cycle after your joining. Should you leave the company before completion of 12 months, the total bonus already paid to you will be fully recoverable. Any tax liability arising due to recovery of this payment per income tax act and rules will be borne by you.

Leave and Holidays :

You are entitled to earned leave, casual leave as well as holidays as per the prevailing Company Policy.

Note: In addition to the statutory benefits, during the term of your employment with the Company, you may be entitled to participate in the employee benefit plans as applicable to your job level as per the Company policy. The Company reserves the right to cancel or change the benefit plans and programs it offers to its employees at any time, for any or no reason, and with or without notice.

Employee shall be eligible as per provisions of Employees State Insurance Act, 1948 (“ESIC”) as amended from time to time or the Code on Social Security 2020, as and when applicable.

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The statutory deduction would include but not be limited to Income Tax, Professional Tax (if applicable), ESIC Contribution (if applicable), and Provident Fund Contribution.

Other Terms & Conditions of Employment

- **Date of Joining.** The date of joining and any change in the same would be at the sole discretion of DXC.
 - a. Any date of joining change requested by you must be communicated to the recruiter at least 7 days prior to the original date of joining.
 - b. Date of joining mentioned in the offer letter is subjective to change based on your timely submission of documents required for background verification and onboarding.
 - c. If there is a change in date of joining as requested by you or company, a new offer letter will not be issued.
- **Work Hours.** You will be required to work as per the Company policies. A normal work week would consist of a forty-five (45) hour workweek excluding breaks. These are subject to change as per business requirements. The same number of work hours are expected even when you are on an assignment abroad unless communicated otherwise by the Company. You may also be required to work in shift timings based on business requirements and deliverables to its customers.
- **Work Flexibility.** You may be required to work from home or DXC premises based on your role and job requirements as determined by DXC, at its sole discretion. You shall not perform your job from outside India unless it has been approved/processed through DXC.

Transfer and Relocation. During your employment with the Company your services can be transferred to any of the locations in India or abroad or any function, department, platform, or technology within Company offices, client locations, or to any associate or subsidiary company or group company of DXC, whether existing or to be set up in future, on terms and conditions to be agreed upon. The benefits linked to such transfers will be governed by the respective Company policy in force from time to time.

- **Confidentiality and Intellectual Property Rights.** Your obligation about confidentiality and intellectual property rights shall be in accordance with the Non-Disclosure Agreement to be signed between you and Company during onboarding. The provision of the said undertaking shall form an integral part of these General Terms and Conditions and a breach of the Undertaking shall be deemed a breach of these General Terms and Conditions. During your employment with the Company, you may perform services related to computer software systems and related material. You acknowledge that all right, title, and interest (including without limitation any patent, copyright, trademarks, moral rights, design rights, and other proprietary rights of any nature anywhere in the world), that is now or may be available, in any inventions, discoveries, concepts, designs, business processes, know-how, developments, improvements, original works of authorship, material, trade secrets, processes, formulae, business and product names, logos, slogans, industrial models, processes, designs, databases, methodologies, software, computer programs (including all source codes), technical information, manufacturing, engineering, and technical drawings, or the like (collectively, the "Inventions") created or conceived by you (either solely or jointly) in course of your employment with the Company shall vest with the Company upon creation. All work produced by you and done for the Company including software writing or development during employment with the Company shall be work done for and of the ownership of the Company and shall be the property of the Company. You understand and declare that you shall not claim any ownership therein or claim to be the author thereof.

You also agree that the work product/Inventions of these efforts shall be "works made for hire" belonging to the Company in which you retain no right, title, or interest. Furthermore, to the extent that any such ownership and proprietary rights do not vest with the Company automatically as per the terms above or through the operation of law, you hereby irrevocably, unconditionally and in perpetuity assign any rights including without limitation any patent, copyright, trademarks, moral rights, design rights, database rights, trade names, service marks and other proprietary rights available anywhere in the world in such work product/Inventions to the Company and herewith specifically, to the maximum extent permitted by applicable law, waives any moral rights as may accrue in such work product/Inventions.

Further, all records, documents, papers (including copies and summaries thereof), and other copyrightable works created, developed, or acquired by you in the course of employment shall, together with all the worldwide copyright and design rights in all such works, be and at all times remain the absolute property of the Company. You expressly waive the application of Section 19 (4) of the Indian Copyright Act, 1957.

In performing the work assigned to you, you will not use any third-party information, including but not limited to information that you agreed to maintain or were obligated to maintain as confidential, and will not copy any material of a third party.

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- **Consent to use personal information.** You hereby consent to the collection of your personal information including your sensitive personal information by the Company about your employment at the Company, including conducting background checks and verifications and for the processing of your benefits, while you are employed with the Company. You also consent to the Company sharing such personal information with authorized third parties including but not limited to Company's subsidiaries, affiliated companies, officers, directors, managers, shareholders, agents, employees, attorneys, representatives, and assignees (collectively "Authorized Parties"), and any other third party acting on the Authorized Parties' behalf in accordance with local laws, for legitimate purposes in connection with your employment and the Company's business and in compliance with applicable law. You authorize the Company to transfer such personal information or data to a third party in India or abroad to the extent required to enable such third party to perform employment-related services for the Company.
- **Compliance with privacy obligations.** You acknowledge and fully understand that the Company is committed to safeguarding the privacy and personal information of all its employees, customers, and any other individual that it may be engaged with and that Company has in place suitable policies for securing this compliance. You hereby unconditionally confirm to comply with and abide by the requirements of these policies.
- **Information Security.** You are expected to maintain the confidentiality and integrity of the information assets and comply with all current and future information security policies and directives of the Company, its affiliates, and customers. You are required to maintain the confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, cellular devices and other transportable computers and storage media. You are responsible for maintaining a secure information-processing environment. You are further responsible for maintaining information security even outside the premises of the organization and/or, outside the normal working hours.
- **Business Code of Conduct, Conflict of Interest, and Ethics.** You are expected to conduct yourself with the highest level of ethics. You are also required to sign the Company's Code of Ethical Business Conduct / Conflict of Interest document on the Date of Joining and are obliged to be compliant with the same throughout your employment with the Company. You certify that you will immediately disclose any situation in the future that may possibly be interpreted as involving a conflict of interest. Any instance of non-compliance shall constitute a ground for termination of employment.
- **Compliance with US Laws.** You acknowledge and understand that any equipment and/or technical data/information and/ or services related to U.S.-origin technologies covered by either the U.S. Commerce Control List (CCL) or the U.S. Munitions List (USML), and belonging to the Company or any of its affiliates or any customer or client of the Company or any of such customer's or client's affiliates or subsidiaries, to which you may have access or which may be disclosed to you in the course of employment with the Company or while working for the Company as a subcontractor, consultant, supplier/vendor or in any other independent status, is subject to the Export Administration Regulations (Title 15 Code of Federal Regulations, Parts 730 – 774) and/or the International Traffic In Arms Regulations (Title 22 Code of Federal Regulations, Parts 120 – 130), respectively.

You hereby certify that such equipment, technical data/information, and/or services will not be further disclosed, exported, re-exported, or transferred by you in any manner to any other foreign national or any foreign country without the prior written approval of the Company and/or the U.S. Commerce Department's Bureau of Industry and Security (BIS), and/or the U.S. State Department's Directorate of Defense Trade Controls (DDTC), as required and will be in compliance with the applicable U.S. laws and regulations.

- **Prohibition on alternative employment.** Your position with the Company calls for your full-time employment. You are not permitted to seek alternative employment either whole-time or part-time, or associate with any firm, person, or organization as an advisor, director, or partner, whether for remuneration or not while your employment with the Company, without written permission from the Company.
- **Termination .**
- **Termination for convenience.** You and the Company both have the right to terminate the employment for convenience by providing at least three months' notice ("hereinafter referred to as "Notice"). In case of termination for convenience is initiated by you, the Company reserves the right to either; a) Ask you to serve the entire applicable Notice period as mentioned above or b) Waive the Notice Period on payment by you of an amount equal to the salary payable for such Notice period. The aforesaid options are solely at the discretion of the Company and representatives acting on its behalf. In the event you terminate the employment without providing the appropriate Notice, it will be deemed to be a material breach of these terms and the Company shall be entitled to insist that you serve the Notice period mandatorily and/or claim damages suffered. Notwithstanding anything contained herein, the Company reserves its right to terminate your employment with immediate effect by giving you compensation in lieu of Notice.

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- **Termination for cause/ breach of this General Terms and Conditions.** The Company may in its sole discretion terminate your employment without any Notice, for cause, breach of this General Terms and Conditions of employment, non-performance, failure to comply with applicable policies, misconduct, failure to successfully complete any performance improvement plan, failure to provide joining documentation or in case of any adverse background check reports, any fraudulent acts on your part or for any disciplinary reasons as per the Company's disciplinary procedure. The Company may as a part of disciplinary proceedings or in order to investigate a complaint against you, the Company may put you on suspension for so long as it may think fit without prejudice to the Company's right to subsequently terminate this offer of employment on the same or any other ground.
- **Effect of Termination.** (a) Upon termination of your employment for any reason whatsoever, the Company shall have the right to deduct any outstanding amounts owed by you to the Company from your full and final settlement. Your full and final settlement shall be as per the procedure in the Company policies; (b) You shall hand over all materials, equipment of the Company, or any other property of the Company as per the prescribed procedure under the Company policies.

Non –Solicitation/ Non –Competition

During your employment and for a period expiring (12) twelve months after cessation of employment with the Company for whatever reason, you will not:

be engaged (by way of employment, consultancy, or partnership) either directly or indirectly by a customer of the Company (or any affiliate thereof) on whose account you have worked in 12 months prior to your departure for your benefit or that of any third person or organization; work on any product similar to the product of the Company on which the Company has intellectual property rights that you have worked in the (12) twelve months before your departure; either directly or indirectly solicit the employees of the Company.

Governing Law & Jurisdiction. This offer of employment is made according to the laws of India and the appropriate Courts in Bangalore will have exclusive jurisdiction for all matters arising from or in relation to the offer of employment.

Retirement: You will retire from the services of the Company upon attaining the age of 60 years.

Severability: If any provision of these General Terms and Conditions is held invalid or unenforceable by a court of competent jurisdiction, it shall be considered severed from these General Terms and Conditions, and it shall be deemed automatically replaced by an alternative provision coming closest in scope and mended effect to the original provision, and it shall not invalidate the remaining provisions contained herein which shall continue in full force and effect.

- **International Workers:** Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join. The compensation structure shared hereinbelow is valid only for Citizens of India, Nepal, and Bhutan. In case you are an international worker as defined by the applicable statute, as a condition of your employment, you are required to disclose the same at the time of offer and onboarding and your compensation structure will be redefined at the same fixed compensation. In case of non-disclosure of the same, liabilities arising out of it, if any, shall be borne entirely by you and you will indemnify all the losses, damages occurred due to your non submission of the information and documents pertaining to your nationality.

You shall comply with all other Company policies and rules as notified from time to time. It shall be your responsibility to familiarize yourself with the applicable policies and rules. The Company may modify, augment, delete, or revoke any policies, procedures, practices, or statements regarding your employment at any time, at its sole discretion. Any such changes will be effective immediately upon approval by an officer of the Company or by official declaration through email to all employees unless otherwise stated. The General Terms and Conditions and applicable Company policies constitute the entire agreement among the parties and supersede all prior and existing agreements, both oral and written between the Company and you concerning your employment in the Company.

Please sign a duplicate copy of this letter confirming your acceptance of the above terms and conditions of employment and return it to us for official record-keeping.

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List of Mandatory Documents

You are requested to upload the following documents mandatorily in soft copy format on DXC Employee Connect portal, five days prior to your date of joining. Please know that failure to submit these documents in time will result in Date of Joining getting postponed till receipt of all necessary documentation.

Candidate Owned Documents :

1. Passport Size Photograph
2. PAN Card (Self Attested)
3. Latest copy of Aadhar from UIDAI (<https://myaadhaar.uidai.gov.in/>)
4. Passport and Work Permit (Only applicable for Non-Indian Nationals)
5. Photocopy of Highest Education Certificate
6. Resignation Acceptance and Last Working Day proof

Company Provided documents (to be signed and submitted by candidate):

1. Signed Offer Letter (With signatures on every page)
2. PF Forms (11 & 2)
3. Gratuity Form/ESIC Form 1 (Applicable for employees for whom an amount is mentioned in **ESIC-Employer Contribution***** in Annexure III). Soft copy of (i) Bank Passbook or (ii) Cancelled Cheque Leaflet or (iii) Bank Statement containing A/C No., IFSC Code and MICR Code and disability certificate if applicable
- 4.
5. Non-Disclosure Agreement
6. Night Shift Declaration

Please note the following points :

1. The Company provided documents and the instruction to upload soft copy of documents will be sent to you along with welcome email/docket. You are requested to fill out these documents as directed in the instructions also provided within the welcome email.
2. Besides above, you might need to complete insurance and ethics related documentation which you will receive from your onboarding partner.

This offer of employment is subject to successful background and reference check (which may include verification of the previous employment/s, educational verification, criminal records check, etc.). Any adverse verification may lead to immediate termination of this offer or employment as applicable. You hereby certify that all the information (including but not limited to educational qualifications, work experience, past compensation drawn, and all other information) supplied by you to the Company is completely true and accurate. If it is later found that you had supplied incomplete/ inaccurate/untrue/false information, then the Company reserves

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Annexure-III

Pay Structure Details

Salary Component	Monthly (INR)	Annual (INR)
Fixed Salary		
Basic	₹16,265.00	₹1,95,180.00
Provident Fund (PF) - Employer Contribution	₹1,951.83	₹23,422.00
Statutory Bonus*	₹3,253.00	₹39,036.00
Sub-Total(A)	₹21,469.83	₹2,57,638.00
Flexible Benefits Salary		
Flexible Benefits Component 1	₹1,863.50	₹22,362.00
Sub-Total(B)	₹1,863.50	₹22,362.00
Annual Fixed Pay (A+B)	₹23,333.33	₹2,80,000.00
Other Benefits		
Gratuity**	₹782.33	₹9,388.00
ESIC- Employer Contribution***	₹589.17	₹7,070.00
Insurance Premium****	₹1,523.08	₹18,277.00
Sub-Total (C)	₹2,894.58	₹34,735.00
Total Rewards (A+B+C)	₹26,227.92	₹3,14,735.00

the right to terminate your employment without any notice and seek appropriate damages or reimbursement of financial expenses incurred, including those incurred towards your training, relocation, or any other allowances. This is without prejudice to any other rights which the Company may have against you.

* Statutory deduction would include but not be limited to Income Tax, Professional Tax (if applicable), ESIC Contribution (if applicable), Provident Fund

** Employee shall be eligible as per the provisions of the 'Payment of Gratuity Act, 1972' or the Code on Social Security 2020, as and when applicable

*** Employee shall be eligible as per provisions of Employees State Insurance Act, 1948 as amended from time to time or the Code on Social Security 2020, as and when applicable

IV

Flexible Benefits Package

**** Approximate Group Medical Insurance coverage premium assumed towards employee plus spouse and up to 2 dependent children, and towards

Group Life Cover and Group Personal Accident Insurance coverage

Following are the list of flexible benefits* that DXC provides to employees to plan their pay structure accordingly.

Salary Component	Maximum Limit	Supporting Documents
1. House Rent Allowance (HRA)	50% Of Annual Basic	Declaration & at least one receipt per quarter, as proof of rent, from landlord
2. Leave Travel Allowance (LTA)	INR 200,000 pa	Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave
3. Children Education Allowance <i>For a maximum of 2 dependent children; INR100 per child per month</i>	INR 2400 pa	Declaration and submission of receipts
4. Children Hostel Allowance <i>For a maximum of 2 dependent children; INR300 per child per month</i>	INR 7200 pa	Declaration and submission of receipts
5. Chauffeur and Fuel Reimbursement for Own Car		Declaration and submission of receipts
6. Meal Coupon	INR 26400 pa	Nil
7. Telephone Reimbursement <i>Towards telephone and/or broadband expenses</i>	INR 18000 pa	Declaration and submission of receipts
8. Transport Allowance <i>Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year; fully taxable</i>	100% of Flexible Benefits Declaration	Nil

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities



Date: 01-Aug-2024

To,

Siya Ramanuj Malpani
Shriram layout, 2nd cross, hobli, yeshwantpur, Manganahalli, Bengaluru,
Karnataka 560060

OFFER OF EMPLOYMENT

Dear Siya Ramanuj Malpani ,

We are pleased to extend to you an offer of employment with DXC Technology India Pvt Ltd (hereinafter referred to as "DXC" or the "Company") with details as follows:

Designation	Analyst III HR Operations
Job Level	15
Date of Joining	14-Aug-2024
Base Location	Bangalore

Details of your compensation are as follows:

Your **Annual Fixed Pay** will be INR 280,000.00 per annum and the breakup of the same is provided in **Annexure-III** .

This offer of employment is subject to your agreement to the general terms and conditions of employment outlined in **Annexure-I** of this offer, which shall govern your employment with the Company.

You are required to submit originals of mandatory documents on the Date of Joining as per the list mentioned in **Annexure-II**.



Please confirm your date of joining along-with acceptance of the terms and conditions outlined in this offer of employment within 20 days of receiving this letter.

We are confident that you will make a positive contribution to DXC's success and that you will find working with DXC to be an exciting and rewarding opportunity.

***Due to the Covid-19, based on our assessment of the situation, your onboarding may be facilitated at your residence, if our offices continue to remain in precautionary closure mode. For and on behalf of**

DXC Technology India Pvt Ltd

Authorized Signatory:

Lokendra
Lokendra Sethi (Aug 2, 2024 12:24 GMT+5.5)

Sethi
r1:signature}}

Name: Lokendra Sethi

Designation: Vice President Human Resources

Malpani
{{Sig1_es_:signer2:signature}}

Legal Name : Siya Ramanuj
Malpani Read and accepted
the above



Annexure-I

General Terms & Conditions of Employment

Compensation and Benefits :

Annual Fixed Pay. Your annual fixed pay would be INR 280,000.00 per annum. Please refer to Annexure-III in this offer letter for details of your pay and benefits.

Statutory Benefits. You will be eligible for statutory benefits such as provident fund, gratuity, payment of statutory bonus, etc. as per the Company policies and the applicable legislation.

- a. **Provident Fund.** You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12 % of your Basic Salary to the Provident Fund Scheme. This is inclusive of statutory remittance by the Company towards the employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.
- b. **Gratuity.** You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972 or the Code on Social Security 2020, as and when applicable.

Insurance Benefits. In addition to the annual fixed pay, you shall also be entitled to the following benefits as per DXC Policy (subject to change at the sole discretion of DXC without any prior approval or notification to you):

The Company will provide Group Term Life Cover, Group Personal Accident Insurance for yourself and Group Medical Insurance coverage for you, your spouse and up to two dependent children. The annual premium will be borne by the Company and is over and above your annual fixed pay.

- a. **Group Medical Insurance** coverage is extended to employee, spouse, and up to two dependent children on a family floater basis for INR 1,000,000. You have an option to top it up by INR 250,000 or INR 500,000 or INR 1,000,000 or INR 1,500,000 or INR 2,000,000 by paying an additional premium. You can also cover parents/in-laws by paying an additional premium in the same floater.
- b. **Group Personal Accident Insurance (GPAP)** coverage is 3 times of Annual Fixed Pay or INR 1,500,000, whichever is higher. Group Term Life Cover coverage is 3.5 times the Annual Fixed Pay or INR 1,500,000, whichever is higher. The premium payable for these insurance benefits forms a part of your Total Rewards.

Flexibility Benefits Package. Upon joining, subject to annual fixed pay, you have the option to re-structure the allowances (if applicable) after allocation to (1) Basic Salary, (2) Retirals and (3) Statutory Bonus. A broad guideline applicable to you is attached in Annexure-IV to help you determine the plan.

Allowance restructuring may not be applicable for certain job levels due to statutory requirements.

Sign-on Bonus. As a special consideration, you would be paid a sign-on bonus of INR ₹20,000.00. Kindly note that this would be a "once only" payment and would be predicated on your continued employment with DXC Technology for a period of 12 months from the date of joining. The amount will be paid via first payroll cycle after your joining. Should you leave the company before completion of 12 months, the total bonus already paid to you will be fully recoverable. Any tax liability arising due to recovery of this payment per income tax act and rules will be borne by you.

Leave and Holidays :

You are entitled to earned leave, casual leave as well as holidays as per the prevailing Company Policy.

Note: In addition to the statutory benefits, during the term of your employment with the Company, you may be entitled to participate in the employee benefit plans as applicable to your job level as per the Company policy. The Company reserves the right to cancel or change the benefit plans and programs it offers to its employees at any time, for any or no reason, and with or without notice.

Employee shall be eligible as per provisions of Employees State Insurance Act, 1948 ("ESIC") as amended from time to time or the Code on Social Security 2020, as and when applicable.

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The statutory deduction would include but not be limited to Income Tax, Professional Tax (if applicable), ESIC Contribution (if applicable), and Provident Fund Contribution.

Other Terms & Conditions of Employment

- **Date of Joining.** The date of joining and any change in the same would be at the sole discretion of DXC.
 - a. Any date of joining change requested by you must be communicated to the recruiter at least 7 days prior to the original date of joining.
 - b. Date of joining mentioned in the offer letter is subjective to change based on your timely submission of documents required for background verification and onboarding.
 - c. If there is a change in date of joining as requested by you or company, a new offer letter will not be issued.
- **Work Hours.** You will be required to work as per the Company policies. A normal work week would consist of a forty-five (45) hour workweek excluding breaks. These are subject to change as per business requirements. The same number of work hours are expected even when you are on an assignment abroad unless communicated otherwise by the Company. You may also be required to work in shift timings based on business requirements and deliverables to its customers.
- **Work Flexibility.** You may be required to work from home or DXC premises based on your role and job requirements as determined by DXC, at its sole discretion. You shall not perform your job from outside India unless it has been approved/processed through DXC.

Transfer and Relocation. During your employment with the Company your services can be transferred to any of the locations in India or abroad or any function, department, platform, or technology within Company offices, client locations, or to any associate or subsidiary company or group company of DXC, whether existing or to be set up in future, on terms and conditions to be agreed upon. The benefits linked to such transfers will be governed by the respective Company policy in force from time to time.

- **Confidentiality and Intellectual Property Rights.** Your obligation about confidentiality and intellectual property rights shall be in accordance with the Non-Disclosure Agreement to be signed between you and Company during onboarding. The provision of the said undertaking shall form an integral part of these General Terms and Conditions and a breach of the Undertaking shall be deemed a breach of these General Terms and Conditions. During your employment with the Company, you may perform services related to computer software systems and related material. You acknowledge that all right, title, and interest (including without limitation any patent, copyright, trademarks, moral rights, design rights, and other proprietary rights of any nature anywhere in the world), that is now or may be available, in any inventions, discoveries, concepts, designs, business processes, know-how, developments, improvements, original works of authorship, material, trade secrets, processes, formulae, business and product names, logos, slogans, industrial models, processes, designs, databases, methodologies, software, computer programs (including all source codes), technical information, manufacturing, engineering, and technical drawings, or the like (collectively, the "Inventions") created or conceived by you (either solely or jointly) in course of your employment with the Company shall vest with the Company upon creation. All work produced by you and done for the Company including software writing or development during employment with the Company shall be work done for and of the ownership of the Company and shall be the property of the Company. You understand and declare that you shall not claim any ownership therein or claim to be the author thereof.

You also agree that the work product/Inventions of these efforts shall be "works made for hire" belonging to the Company in which you retain no right, title, or interest. Furthermore, to the extent that any such ownership and proprietary rights do not vest with the Company automatically as per the terms above or through the operation of law, you hereby irrevocably, unconditionally and in perpetuity assign any rights including without limitation any patent, copyright, trademarks, moral rights, design rights, database rights, trade names, service marks and other proprietary rights available anywhere in the world in such work product/Inventions to the Company and herewith specifically, to the maximum extent permitted by applicable law, waives any moral rights as may accrue in such work product/Inventions.

Further, all records, documents, papers (including copies and summaries thereof), and other copyrightable works created, developed, or acquired by you in the course of employment shall, together with all the worldwide copyright and design rights in all such works, be and at all times remain the absolute property of the Company. You expressly waive the application of Section 19 (4) of the Indian Copyright Act, 1957.

In performing the work assigned to you, you will not use any third-party information, including but not limited to information that you agreed to maintain or were obligated to maintain as confidential, and will not copy any material of a third party.

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- **Consent to use personal information.** You hereby consent to the collection of your personal information including your sensitive personal information by the Company about your employment at the Company, including conducting background checks and verifications and for the processing of your benefits, while you are employed with the Company. You also consent to the Company sharing such personal information with authorized third parties including but not limited to Company's subsidiaries, affiliated companies, officers, directors, managers, shareholders, agents, employees, attorneys, representatives, and assignees (collectively "Authorized Parties"), and any other third party acting on the Authorized Parties' behalf in accordance with local laws, for legitimate purposes in connection with your employment and the Company's business and in compliance with applicable law. You authorize the Company to transfer such personal information or data to a third party in India or abroad to the extent required to enable such third party to perform employment-related services for the Company.
- **Compliance with privacy obligations.** You acknowledge and fully understand that the Company is committed to safeguarding the privacy and personal information of all its employees, customers, and any other individual that it may be engaged with and that Company has in place suitable policies for securing this compliance. You hereby unconditionally confirm to comply with and abide by the requirements of these policies.
- **Information Security.** You are expected to maintain the confidentiality and integrity of the information assets and comply with all current and future information security policies and directives of the Company, its affiliates, and customers. You are required to maintain the confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, cellular devices and other transportable computers and storage media. You are responsible for maintaining a secure information-processing environment. You are further responsible for maintaining information security even outside the premises of the organization and/or, outside the normal working hours.
- **Business Code of Conduct, Conflict of Interest, and Ethics.** You are expected to conduct yourself with the highest level of ethics. You are also required to sign the Company's Code of Ethical Business Conduct / Conflict of Interest document on the Date of Joining and are obliged to be compliant with the same throughout your employment with the Company. You certify that you will immediately disclose any situation in the future that may possibly be interpreted as involving a conflict of interest. Any instance of non-compliance shall constitute a ground for termination of employment.
- **Compliance with US Laws.** You acknowledge and understand that any equipment and/or technical data/information and/ or services related to U.S.-origin technologies covered by either the U.S. Commerce Control List (CCL) or the U.S. Munitions List (USML), and belonging to the Company or any of its affiliates or any customer or client of the Company or any of such customer's or client's affiliates or subsidiaries, to which you may have access or which may be disclosed to you in the course of employment with the Company or while working for the Company as a subcontractor, consultant, supplier/vendor or in any other independent status, is subject to the Export Administration Regulations (Title 15 Code of Federal Regulations, Parts 730 – 774) and/or the International Traffic In Arms Regulations (Title 22 Code of Federal Regulations, Parts 120 – 130), respectively.

You hereby certify that such equipment, technical data/information, and/or services will not be further disclosed, exported, re-exported, or transferred by you in any manner to any other foreign national or any foreign country without the prior written approval of the Company and/or the U.S. Commerce Department's Bureau of Industry and Security (BIS), and/or the U.S. State Department's Directorate of Defense Trade Controls (DDTC), as required and will be in compliance with the applicable U.S. laws and regulations.

- **Prohibition on alternative employment.** Your position with the Company calls for your full-time employment. You are not permitted to seek alternative employment either whole-time or part-time, or associate with any firm, person, or organization as an advisor, director, or partner, whether for remuneration or not while your employment with the Company, without written permission from the Company.
- **Termination .**
- **Termination for convenience.** You and the Company both have the right to terminate the employment for convenience by providing at least three months' notice ("hereinafter referred to as "Notice"). In case of termination for convenience is initiated by you, the Company reserves the right to either; a) Ask you to serve the entire applicable Notice period as mentioned above or b) Waive the Notice Period on payment by you of an amount equal to the salary payable for such Notice period. The aforesaid options are solely at the discretion of the Company and representatives acting on its behalf. In the event you terminate the employment without providing the appropriate Notice, it will be deemed to be a material breach of these terms and the Company shall be entitled to insist that you serve the Notice period mandatorily and/or claim damages suffered. Notwithstanding anything contained herein, the Company reserves its right to terminate your employment with immediate effect by giving you compensation in lieu of Notice.

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- **Termination for cause/ breach of this General Terms and Conditions.** The Company may in its sole discretion terminate your employment without any Notice, for cause, breach of this General Terms and Conditions of employment, non-performance, failure to comply with applicable policies, misconduct, failure to successfully complete any performance improvement plan, failure to provide joining documentation or in case of any adverse background check reports, any fraudulent acts on your part or for any disciplinary reasons as per the Company's disciplinary procedure. The Company may as a part of disciplinary proceedings or in order to investigate a complaint against you, the Company may put you on suspension for so long as it may think fit without prejudice to the Company's right to subsequently terminate this offer of employment on the same or any other ground.
- **Effect of Termination.** (a) Upon termination of your employment for any reason whatsoever, the Company shall have the right to deduct any outstanding amounts owed by you to the Company from your full and final settlement. Your full and final settlement shall be as per the procedure in the Company policies; (b) You shall hand over all materials, equipment of the Company, or any other property of the Company as per the prescribed procedure under the Company policies.

Non –Solicitation/ Non –Competition

During your employment and for a period expiring (12) twelve months after cessation of employment with the Company for whatever reason, you will not:

be engaged (by way of employment, consultancy, or partnership) either directly or indirectly by a customer of the Company (or any affiliate thereof) on whose account you have worked in 12 months prior to your departure for your benefit or that of any third person or organization; work on any product similar to the product of the Company on which the Company has intellectual property rights that you have worked in the (12) twelve months before your departure; either directly or indirectly solicit the employees of the Company.

Governing Law & Jurisdiction. This offer of employment is made according to the laws of India and the appropriate Courts in Bangalore will have exclusive jurisdiction for all matters arising from or in relation to the offer of employment.

Retirement: You will retire from the services of the Company upon attaining the age of 60 years.

Severability: If any provision of these General Terms and Conditions is held invalid or unenforceable by a court of competent jurisdiction, it shall be considered severed from these General Terms and Conditions, and it shall be deemed automatically replaced by an alternative provision coming closest in scope and mended effect to the original provision, and it shall not invalidate the remaining provisions contained herein which shall continue in full force and effect.

- **International Workers:** Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join. The compensation structure shared hereinbelow is valid only for Citizens of India, Nepal, and Bhutan. In case you are an international worker as defined by the applicable statute, as a condition of your employment, you are required to disclose the same at the time of offer and onboarding and your compensation structure will be redefined at the same fixed compensation. In case of non-disclosure of the same, liabilities arising out of it, if any, shall be borne entirely by you and you will indemnify all the losses, damages occurred due to your non submission of the information and documents pertaining to your nationality.

You shall comply with all other Company policies and rules as notified from time to time. It shall be your responsibility to familiarize yourself with the applicable policies and rules. The Company may modify, augment, delete, or revoke any policies, procedures, practices, or statements regarding your employment at any time, at its sole discretion. Any such changes will be effective immediately upon approval by an officer of the Company or by official declaration through email to all employees unless otherwise stated. The General Terms and Conditions and applicable Company policies constitute the entire agreement among the parties and supersede all prior and existing agreements, both oral and written between the Company and you concerning your employment in the Company.

Please sign a duplicate copy of this letter confirming your acceptance of the above terms and conditions of employment and return it to us for official record-keeping.

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List of Mandatory Documents

You are requested to upload the following documents mandatorily in soft copy format on DXC Employee Connect portal, five days prior to your date of joining. Please know that failure to submit these documents in time will result in Date of Joining getting postponed till receipt of all necessary documentation.

Candidate Owned Documents :

1. Passport Size Photograph
2. PAN Card (Self Attested)
3. Latest copy of Aadhar from UIDAI (<https://myaadhaar.uidai.gov.in/>)
4. Passport and Work Permit (Only applicable for Non-Indian Nationals)
5. Photocopy of Highest Education Certificate
6. Resignation Acceptance and Last Working Day proof

Company Provided documents (to be signed and submitted by candidate):

1. Signed Offer Letter (With signatures on every page)
2. PF Forms (11 & 2)
3. Gratuity Form/ESIC Form 1 (Applicable for employees for whom an amount is mentioned in **ESIC-Employer Contribution***** in Annexure III). Soft copy of (i) Bank Passbook or (ii) Cancelled Cheque Leaflet or (iii) Bank Statement containing A/C No., IFSC Code and MICR Code and disability certificate if applicable
- 4.
5. Non-Disclosure Agreement
6. Night Shift Declaration

Please note the following points :

1. The Company provided documents and the instruction to upload soft copy of documents will be sent to you along with welcome email/docket. You are requested to fill out these documents as directed in the instructions also provided within the welcome email.
2. Besides above, you might need to complete insurance and ethics related documentation which you will receive from your onboarding partner.

This offer of employment is subject to successful background and reference check (which may include verification of the previous employment/s, educational verification, criminal records check, etc.). Any adverse verification may lead to immediate termination of this offer or employment as applicable. You hereby certify that all the information (including but not limited to educational qualifications, work experience, past compensation drawn, and all other information) supplied by you to the Company is completely true and accurate. If it is later found that you had supplied incomplete/ inaccurate/untrue/false information, then the Company reserves

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Annexure-III

Pay Structure Details

Salary Component	Monthly (INR)	Annual (INR)
Fixed Salary		
Basic	₹16,265.00	₹1,95,180.00
Provident Fund (PF) - Employer Contribution	₹1,951.83	₹23,422.00
Statutory Bonus*	₹3,253.00	₹39,036.00
Sub-Total(A)	₹21,469.83	₹2,57,638.00
Flexible Benefits Salary		
Flexible Benefits Component 1	₹1,863.50	₹22,362.00
Sub-Total(B)	₹1,863.50	₹22,362.00
Annual Fixed Pay (A+B)	₹23,333.33	₹2,80,000.00
Other Benefits		
Gratuity**	₹782.33	₹9,388.00
ESIC- Employer Contribution***	₹589.17	₹7,070.00
Insurance Premium****	₹1,523.08	₹18,277.00
Sub-Total (C)	₹2,894.58	₹34,735.00
Total Rewards (A+B+C)	₹26,227.92	₹3,14,735.00

the right to terminate your employment without any notice and seek appropriate damages or reimbursement of financial expenses incurred, including those incurred towards your training, relocation, or any other allowances. This is without prejudice to any other rights which the Company may have against you.

* Statutory deduction would include but not be limited to Income Tax, Professional Tax (if applicable), ESIC Contribution (if applicable), Provident Fund

** Employee shall be eligible as per the provisions of the 'Payment of Gratuity Act, 1972' or the Code on Social Security 2020, as and when applicable

*** Employee shall be eligible as per provisions of Employees State Insurance Act, 1948 as amended from time to time or the Code on Social Security 2020, as and when applicable

IV

Flexible Benefits Package

**** Approximate Group Medical Insurance coverage premium assumed towards employee plus spouse and up to 2 dependent children, and towards

Group Life Cover and Group Personal Accident Insurance coverage

Following are the list of flexible benefits* that DXC provides to employees to plan their pay structure accordingly.

Salary Component	Maximum Limit	Supporting Documents
1. House Rent Allowance (HRA)	50% Of Annual Basic	Declaration & at least one receipt per quarter, as proof of rent, from landlord
2. Leave Travel Allowance (LTA)	INR 200,000 pa	Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave
3. Children Education Allowance <i>For a maximum of 2 dependent children; INR100 per child per month</i>	INR 2400 pa	Declaration and submission of receipts
4. Children Hostel Allowance <i>For a maximum of 2 dependent children; INR300 per child per month</i>	INR 7200 pa	Declaration and submission of receipts
5. Chauffeur and Fuel Reimbursement for Own Car		Declaration and submission of receipts
6. Meal Coupon	INR 26400 pa	Nil
7. Telephone Reimbursement <i>Towards telephone and/or broadband expenses</i>	INR 18000 pa	Declaration and submission of receipts
8. Transport Allowance <i>Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year; fully taxable</i>	100% of Flexible Benefits Declaration	Nil

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

HAPPEQUITY INVESTEMENTS AND FINANCE



Date: 31/07/2024

Dear Apoorva P Rao,

I am delighted & excited to welcome you to Happequity Investments and Finance (HIF) as a **Marketing Intern**. At HIF, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with HIF.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!



Shreya Mittal Head

HR

Happequity Investments & Finance
Greater Kailash | New Delhi

www.happequity.com | Contact – 8810507704 | 7827434844

HAPPEQUITY INVESTEMENTS AND FINANCE

Annexure A

You shall be governed by the following terms and condition of service during your internship with HIF, and those may be amended from time to time.

1. You are being hired as a **Marketing Intern** and Ms Shreya Mittal would be your Reporting Manager and Mentor during the internship. As a **Marketing** Intern you would be responsible for:
 - Make a marketing strategy to promote our brand at your institute
 - Advertise our products and services
 - Complete the sales target in order to complete the internship program.
2. Your date of joining is **5th August 2024** and the duration of the internship would be 2 Month. During this time you are expected to devote your time and efforts solely to HIF work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
3. You will be working from home for the duration of the internship. There will be catch-ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.
4. All the work that you will produce at or in relation to HIF will be the intellectual property of HIF. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. HIF operates on **zero tolerance** principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all HIF work/data stored on your Personal Computer to your mentor and delete the same from your machine.
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.

HAPPEQUITY INVESTEMENTS AND FINANCE

7. Under normal circumstances either the company or you may terminate this association by providing a notice prior to joining, without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors.
8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
9. HIF is a start up and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.
10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.
11. Have fun at what you do and do the right thing – both the principles are core of what HIF stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
12. You will be provided a Stipend of Rs. 10,000/- Per month on successful completion of your summer internship. There is also a provision of Incentive, which will be explained to you by your mentor.
13. The best performers will get a guaranteed PPI offer with a CTC of 08 LPA.

I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Signature

Name:

Happequity Investments & Finance
Greater Kailash | New Delhi

www.happequity.com | Contact – 8810507704 | 7827434844

HAPPEQUITY INVESTEMENTS AND FINANCE



Date: 31/07/2024

Dear M.Gowri keerthana,

I am delighted & excited to welcome you to Happequity Investments and Finance (HIF) as a **Marketing Intern**. At HIF, we believe that our team is our biggest strength and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with HIF.

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Congratulations!



Shreya Mittal Head

HR

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3. You will be working from home for the duration of the internship. There will be catch-ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.
4. All the work that you will produce at or in relation to HIF will be the intellectual property of HIF. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. HIF operates on **zero tolerance** principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all HIF work/data stored on your Personal Computer to your mentor and delete the same from your machine.
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.

HAPPEQUITY INVESTEMENTS AND FINANCE

7. Under normal circumstances either the company or you may terminate this association by providing a notice prior to joining, without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors.
8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
9. HIF is a start up and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.
10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.
11. Have fun at what you do and do the right thing – both the principles are core of what HIF stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
12. You will be provided a Stipend of Rs. 10,000/- Per month on successful completion of your summer internship. There is also a provision of Incentive, which will be explained to you by your mentor.
13. The best performers will get a guaranteed PPI offer with a CTC of 08 LPA.

I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Signature

Name:

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HAPPEQUITY INVESTEMENTS AND FINANCE



Date: 31/07/2024

Dear Mohammed Fasee Hur Rahman,

I am delighted & excited to welcome you to Happequity Investments and Finance (HIF) as a **Marketing Intern**. At HIF, we believe that our team is our biggest strength and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with HIF.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!



Shreya Mittal Head

HR

Happequity Investments & Finance
Greater Kailash | New Delhi

www.happequity.com | Contact – 8810507704 | 7827434844

HAPPEQUITY INVESTEMENTS AND FINANCE

Annexure A

You shall be governed by the following terms and condition of service during your internship with HIF, and those may be amended from time to time.

1. You are being hired as a **Marketing Intern** and Ms Shreya Mittal would be your Reporting Manager and Mentor during the internship. As a **Marketing** Intern you would be responsible for:
 - Make a marketing strategy to promote our brand at your institute
 - Advertise our products and services
 - Complete the sales target in order to complete the internship program.
2. Your date of joining is **5th August 2024** and the duration of the internship would be 2 Month. During this time you are expected to devote your time and efforts solely to HIF work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
3. You will be working from home for the duration of the internship. There will be catch-ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.
4. All the work that you will produce at or in relation to HIF will be the intellectual property of HIF. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. HIF operates on **zero tolerance** principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all HIF work/data stored on your Personal Computer to your mentor and delete the same from your machine.
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.

HAPPEQUITY INVESTEMENTS AND FINANCE

7. Under normal circumstances either the company or you may terminate this association by providing a notice prior to joining, without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors.
8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
9. HIF is a start up and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.
10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.
11. Have fun at what you do and do the right thing – both the principles are core of what HIF stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
12. You will be provided a Stipend of Rs. 10,000/- Per month on successful completion of your summer internship. There is also a provision of Incentive, which will be explained to you by your mentor.
13. The best performers will get a guaranteed PPI offer with a CTC of 08 LPA.

I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Signature

Name:

Happequity Investments & Finance
Greater Kailash | New Delhi

www.happequity.com | Contact – 8810507704 | 7827434844

Private & Confidential

HRD / Offerlr / ATS497711
 Aug 27, 2024
 Arti Kumari

Dear Arti Kumari,
 Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in 1. Your initial posting will be at Bangalore-Residency Road.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

Table I : Compensation

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	7,750	93,000
Flexible Compensation Plan	8,077	96,929
Supplementary Allowance	7,250	87,000
Minimum Statutory Bonus	583	7,000
Total [A]	23,661	2,83,929
Employer's Contribution to PF	1,800	21,600
Gratuity	373	4,471
Retirals [B]	2,173	26,071
Annual Guaranteed Pay (AGP) [A+B]	25,833	3,10,000
Conveyance Allowance	2,500	30,000
Mobile Reimbursement*	750	9,000

*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

Please provide your acceptance to the offer letter within 5 days from its receipt failing which

1. the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.
2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
 - i. Mismatch in your previous employment date even for a day or
 - ii. Mismatch in your previous pay slip or
 - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

We look forward to your joining the Company and wish you a long and successful career with the organisation.

For ICICI Prudential Life Insurance Co. Ltd.



Subhashish Banerji
Chief – Sales HR delivery - Human Resources

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Arti Kumari

Signature & date: _____

Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company’s three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. **Learning & Growth:** We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. **Supportive Environment:** We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. **Fairness & Meritocracy:** We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> • Privilege Leave (PL): 28 days (21 days during the first year of service) • Sick Leave (SL): 15 days • Maternity leave (ML): 180 days • Paternity Leave: 5 days • Adoption / Surrogacy Leave: 90 days 	Employee

*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

** Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

*** PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.

Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

Annexure III: Terms and Conditions of Employment

- 1. Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
- 2. Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
- 3. Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
- 4. Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.



August 10, 2024

Ms. Sanjana S

Kilari Road Behind Sbi Head Office Hospital Road Bengaluru - 560053

Dear **Sanjana S**,

Sub: Appointment Letter dated 10th day of August 2024 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - AO&CS** in the role of **Ramp** in **Airport Operations & Customer Services** department of the Company, with effect from **August 18, 2024** or such other date notified in writing to you by the Company ("**Joining Date**") at **Bengaluru** on the following terms and conditions:

1. Compensation

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. Leave Entitlement

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. Probation and Confirmation

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

JOYDEEP GHOSH

13.08.2024 12:36

4. Working Hours

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. Retirement

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. Location

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. Company Policies and Directives

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. Training

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. Role and Responsibilities

Your role and responsibilities shall be shared with you at a later stage by your reporting manager, and you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

JOYDEEP GHOSH

13.08.2024 12:36

10. Confidentiality and Ownership of Work Product

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. Particulars of Employee

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. Exclusivity

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. Non Solicitation

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. Term, Termination and Suspension

(i) Term

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) Termination for Cause by the Company

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) Breach

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) Incompetence, Negligence or Unsatisfactory Work Conduct

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one [1]** month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. Medical Fitness

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. Governing Law Jurisdiction

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. Severability

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited

A handwritten signature in blue ink, appearing to read "Joydeep", is written over a light blue circular watermark or stamp.

Joydeep Ghosh
Associate Vice President - Human Resources

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Sanjana S:
Date:

JOYDEEP GHOSH

13.08.2024 12:36

Annexure A: Total Rewards Statement

Name: Sanjana S Designation:
Officer - AO&CS Band: A
Department: Airport Operations & Customer Services

Compensation w.e.f August 18, 2024						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	6,125	73,500	Monthly	Basic Salary
	A2	House Rent Allowance (HRA)	3,063	36,756		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,939	59,268		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,328	15,936	Monthly	As per the Provident Fund act
	B2	Gratuity	295	3,540		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
(A + B)	Q	Total Fixed	15,750	1,89,000		
Other benefit (C)	C1	Transport Allowance	7,500	90,000	Monthly	This allowance is payable as per the Transport Allowance Policy for the respective locations and to the employees not availing company provided shared transport.
(Q + C)	R	Total Fixed + Transport	23,250	2,79,000		
Variable Pay / Bonus / PLI (D)	D1	Monthly Bonus	875	10,500	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage.
	D2	Annual Bonus	875	10,500	Annual	Annual Bonus is an annual variable pay and paid to eligible employees who are on company rolls and not serving notice at the time of payout (after annual results in May/June)
(R + D)	S	Cost to Company (CTC)	25,000	3,00,000		
Health & Insurance Benefits (E)	E1	Medi-claim Insurance		4,800	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 3,00,000, for employee and family members (spouse & kids). If the employee chooses to cover his/her parents or take a top-up cover, the additional premium shall be borne by the employee.
	E2	Life Insurance		3,100		This is an average insurance premium amount contributed by the company at this band.
Role Based Benefits (F)	F1	Efficiency Bonus		24,000	Quarterly	This allowance shall be paid as per the Policy.
(S + E + F)	T	Total Rewards		3,31,900		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. In case an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

****Night Shift Allowance:** For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

JOYDEEP GHOSH

13.08.2024 12:36



August 10, 2024

Ms. Sanjana Prakash Poojary
2nd Main Rd, Sri Venkateshwara Krupa Layout, Basaveshwar Nagar,
Bengaluru, Karnataka 560079

Dear **Sanjana Prakash Poojary,**

Sub: Appointment Letter dated 10th day of August 2024 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - AO&CS** in the role of **Ramp** in **Airport Operations & Customer Services** department of the Company, with effect from **August 18, 2024** or such other date notified in writing to you by the Company ("**Joining Date**") at **Bengaluru** on the following terms and conditions:

1. Compensation

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. Leave Entitlement

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. Probation and Confirmation

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

JOYDEEP GHOSH

13.08.2024 12:36

4. Working Hours

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. Retirement

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. Location

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. Company Policies and Directives

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. Training

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. Role and Responsibilities

Your role and responsibilities shall be shared with you at a later stage by your reporting manager, and you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

JOYDEEP GHOSH

13.08.2024 12:36

10. Confidentiality and Ownership of Work Product

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. Particulars of Employee

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. Exclusivity

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. Non Solicitation

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. Term, Termination and Suspension

(i) Term

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) Termination for Cause by the Company

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) Breach

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) Incompetence, Negligence or Unsatisfactory Work Conduct

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one [1]** month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least **one (1)** month. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. Medical Fitness

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. Governing Law Jurisdiction

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. Severability

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited

A handwritten signature in blue ink, appearing to read "Joydeep", is written over a light blue circular watermark or stamp.

Joydeep Ghosh
Associate Vice President - Human Resources

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Sanjana Prakash Poojary:
Date:

JOYDEEP GHOSH

13.08.2024 12:36

Annexure A: Total Rewards Statement

Name: Sanjana Prakash
 Poojary Designation: Officer -
 AO&CSBand: A
 Department: Airport Operations & Customer Services

Compensation w.e.f August 18, 2024						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	6,125	73,500	Monthly	Basic Salary
	A2	House Rent Allowance (HRA)	3,063	36,756		HRA is calculated as 50% of Basic
	A3	Special Allowance	4,939	59,268		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Retirals* (B)	B1	Provident Fund (Company Contribution)	1,328	15,936	Monthly	As per the Provident Fund act
	B2	Gratuity	295	3,540		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
(A + B)	Q	Total Fixed	15,750	1,89,000		
Other benefit (C)	C1	Transport Allowance	7,500	90,000	Monthly	This allowance is payable as per the Transport Allowance Policy for the respective locations and to the employees not availing company provided shared transport.
(Q + C)	R	Total Fixed + Transport	23,250	2,79,000		
Variable Pay / Bonus / PLI (D)	D1	Monthly Bonus	875	10,500	Monthly	This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage.
	D2	Annual Bonus	875	10,500	Annual	Annual Bonus is an annual variable pay and paid to eligible employees who are on company rolls and not serving notice at the time of payout (after annual results in May/June)
(R + D)	S	Cost to Company (CTC)	25,000	3,00,000		
Health & Insurance Benefits (E)						
Health & Insurance Benefits (E)	E1	Medi-claim Insurance		4,800	Annual	This is an average insurance premium amount contributed by the company for a coverage amount of INR 3,00,000, for employee and family members (spouse & kids). If the employee chooses to cover his/her parents or take a top-up cover, the additional premium shall be borne by the employee.
	E2	Life Insurance		3,100		This is an average insurance premium amount contributed by the company at this band.
Role Based Benefits (F)	F1	Efficiency Bonus		24,000	Quarterly	This allowance shall be paid as per the Policy.
(S + E + F)	T	Total Rewards		3,31,900		

*National Pension Scheme (NPS) : It is a voluntary, defined contribution retirement savings scheme. Incase an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance

**Night Shift Allowance: For rostered employees working at the airport, if he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

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13.08.2024 12:36

----- Forwarded message -----

From: **Innatos Holidays** <info@innatosholidays.com>

Date: Thu, Jul 18, 2024 at 4:27 PM

Subject: Fwd: Job offer from Innato Holidays And Taxi Service Pvt Ltd

To: Geetha Raheja <geetha.raheja@dayanandasagar.edu>

----- Original Message -----

Subject: Job offer from Innato Holidays And Taxi Service Pvt Ltd

Date: 2024-07-18 14:26

From: Innatos Holidays <info@innatosholidays.com>

To: Gprathi06 <gprathi06@gmail.com>

Dear Prathiksha G ,

We're delighted to extend this offer of employment for the position of Marketing Department with Innato Holidays And Taxi Service Pvt Ltd. Salary 4,00,000/- per year. In 3 Month Training Period Company will Paid 10,000/- Per Month . Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be another mutually agreed upon date and you would report to Mr Shailesh SB.

Should you accept this offer letter. We would like to have your response by 20 July 2024. In the meantime, please feel free to contact me or Mr.Shailesh via email at shaileshinnatosholidays@gmail.com, if you have any questions.

Note :- Job title & Location will be given to you after training.

Note:- 3 Month Internship Will Paid only Travelling Expenses.

Note:- Your Job Position Get After Training.

We are all looking forward to having you on our team.

www.Innatosholidays.com [1]

--

Regards

Thanks & Regards,

Ashish

Recruiting Manager

Innatos Holidays

Corporate Office Address: First Floor, Shop No.15, Reliable City Center Mall,GH/9, Maharaja Agarsain Marg, Sector - 6, Vasundhara, Ghaziabad, UP - 201012 (Delhi NCR). Phone: 01169656634 Mob. +91 6361783475

OFFER LETTER

OL No: REF: MC/HR/OFF-LTR/2024/045

Date: 15 September 2024

Dear Tanushree H,

Our hiring team was genuinely excited to connect with you during the interview call. We are delighted to extend a job offer to you with **Metacourse** as a **Business Development Trainee**.

We have confidence that you will make an outstanding addition to our team, and we eagerly anticipate your forthcoming presence within our company.

The following solidifies our agreement concerning your employment at Metacourse:

Date of Joining: **22 September 2024**

Training Period: **22 September 2024 to 24 September 2024 (Unpaid)**

OJT Start Date: **25 September 2024**

OJT End Date: **25 December 2024**

Location of Training: Bangalore

Stipend: INR **16,000** Per Month

Incentives: INR **10,000**

Target: **1,20,000** INR per month.

Pre - Placement Offer: - **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Metacourse, and will report on **20 September 2024**.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9-hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue due to personal reasons, you will have to follow the company's resignation procedures.
 - Resignation procedure includes: - 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month salary and you can be relieved from the company.
- All your information will be safe and confidential with Metacourse. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Metacourse for both yours and Metacourse's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Metacourse.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

ANNEXURE

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

Photocopies of

- 1 colored copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- Fully vaccinated report. (Covid Vaccination)

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Date: 10th March 2024

Dear Sachin M,

We have pleasure in appointing you as **Business Development Associate Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **11-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **Rs. 7.5 LPA CTC (Rs 4.5 Fixed + Rs 3 LPA. variable)CTC**. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. Working Hours:

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. Travel:

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. Confidential Information / Trade Secrets:

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. Compliance:

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. Past Records:

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. Termination:

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. Retirement:

The retirement age is 60 years. Your Date of birth as our records is_____.

14. Governing Law

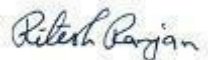
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 10th March 2024

Dear Mahashwin A,

We have pleasure in appointing you as **Business Development Associate Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **11-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **Rs. 7.5 LPA CTC (Rs 4.5 Fixed + Rs 3 LPA. variable)CTC**. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. Working Hours:

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. Travel:

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. Confidential Information / Trade Secrets:

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. Compliance:

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. Past Records:

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. Termination:

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. Retirement:

The retirement age is 60 years. Your Date of birth as our records is_____.

14. Governing Law

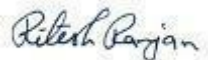
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Date: 10th March 2024

Dear S V Anvith,

We have pleasure in appointing you as **Business Development Associate Intern**, in our organization. You will be initially based at our **Corporate Office** in **Bangalore**. The terms and conditions of your employment are as follows:

1. Date of Joining:

Your appointment is subject to your submitting all documents as mentioned in the offer letter. Your appointment is with effect from the date of joining, which shall be as early as possible, but not later than **11-March-2024**.

2. Compensation:

You will initially be under an internship period during which you will receive a stipend of **15,000/- Per Month (Fifteen Thousand only)**. Your internship will be for a duration of **4 months**.

You might be offered a permanent employment opportunity after the internship based on your performance in the internship. In case you are given an opportunity for permanent employment, your revised pay after the internship period will be **Rs. 7.5 LPA CTC (Rs 4.5 Fixed + Rs 3 LPA. variable)CTC**. Your full time employment decision will be made solely by the company and you will be given a letter stating the same when the decision is made.

Your compensation is strictly **confidential** and may not be shared with anyone.

3. Salary Review:

Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the years. The salary revision will happen every calendar year in April.

4. Leave:

You will be entitled to leave as per the rules as made applicable to your grade from time to time.

5. Employment & Internship Period:

Your date of commencement of internship will be from your date of joining. You will be on internship for the duration mentioned above from the date of commencement of your service, which period may be further extended based on appraisal.

6. Employment Terms:

Initially, you will be reporting to the Department Manager or any other person nominated by the company. You may also be assigned such other duties as may become at the discretion of the Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time at the discretion of the Company will be applicable to you and you will be expected to abide by the same.

7. Working Hours:

You will be governed by the company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

8. Travel:

You will be required to undertake travel on the company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your grade.

9. Confidential Information / Trade Secrets:

- i. The Employee undertakes and agrees that in consideration of the employment with the Company and the remuneration that the Employee had and shall receive during the employment; he shall abide with the following:
- ii. He will not, either directly or indirectly, both during and after the term of this Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any Person, or permit any Person to examine or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information;
- iii. He will comply, and do all things necessary to permit the Company to comply, with all applicable laws and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of his duties and function;
- iv. Confidential Information shall be solely and absolutely vested in and owned by the Company and the Employee shall not have or claim any right, title or interest therein;
- v. The Company shall not be required to designate the Employee as the author of any Developments, Know-how and Intellectual Property. The Employee undertakes to promptly disclose all Developments, Know-how and Intellectual Property to the Company and shall, at the Company's request, do all things that may be necessary and appropriate to establish perfect record or document the Company's ownership of the Developments, Know-how and Intellectual Property including, but not limited to, the execution of the appropriate copyright or patent applications or assignments the productions of documents and evidence to the appropriate authorities etc.
- vi. The Employee shall not misuse any facilities provided by the Company for his personal purposes.
- vii. The Employee shall not, except in the proper course of his duties, disclose or divulge to any person or persons whomsoever other than in connection with the Company's business, or on own accord make use of any information of a secret or confidential nature acquired by the employee during the period of such employment relating to the trade or business of the

Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment.

10. Compliance:

During the continuance of your employment you are expected to comply with the Company's policies, code of conduct, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

11. Past Records:

If any declaration given or information furnished to the company prove to be false or if you are to have wilfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

12. Termination:

Either party may terminate this employment at any time by giving 60 days' notice or salary in lieu thereof.

In case the company initiates the termination during internship, the company will decide the last working day of the employee not exceeding notice period duration and will pay salary only until the last working day.

In case the company initiates the termination after internship and after confirming the employment, the employee will be paid salary for the entire notice period and the company might or might not ask the employee to serve the entire notice period.

In case the employee initiates the termination (during internship or later), the company can choose not to utilize the notice period completely and might relieve the employee early. In such a case where an employee is relieved early, salary would be paid until the last working day and not for the unutilized notice period.

In case the employee initiates the termination and leaves without serving the notice period when the company asks him to serve the notice period, the employee will have to pay the company an amount equal to twice the salary for the pending notice period unserved by the employee.

If an employee leaves the company without completing the internship period as mentioned above, the employee will be considered as not completing the internship and hence will not be getting any Certificate for the internship.

The Company also reserves the right to terminate the services of employees without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, or any act of indiscipline or inefficiency or for loss of confidence.

13. Retirement:

The retirement age is 60 years. Your Date of birth as our records is_____.

14. Governing Law

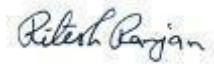
This Agreement shall be governed by and construed in accordance with the law of India.

Kindly sign a copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to Skyfi Education Labs Pvt Ltd, we wish you good luck and a very bright career with us.

Best Regards,

For SKYFI EDUCATION LABS PVT LTD,



Ritesh Ranjan
HR Manager

Conditional Letter

Fazil Khan

Date: January 17, 2024

8147574024

Dear **Fazil Khan**,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2024. This is a full-time role; and your CTC will be **4,10,000** – Please check below table for CTC Breakup: -

Components	CTC
Fixed Component	3,00,000
Incentives Based on Performance (20%)	60,000
Accommodation for 3.5 Months	50,000
Total	4,10,000

While working as an employee, your job duties will be: -

- Understanding the requirements of the customer and dealing with situations and queries.
- Be a representative of Stanza and be able to convert and close on leads provided on site.
- Achieving targets for growth in a monthly/quarterly/annual manner.
- Efficiency of lead funnel management, channel partners management.
- Business growth from large builders/developers and corporates.
- Fulfilling Occupancies of acquired properties.
- Customer Acquisition and Conversion: Identify and source new sales opportunities through inbound lead follow-up, outbound calls and emails and meet customers daily through walk-ins.
- Process adherence and timely reporting.
- Convert all kinds of enquiries into customers on the phone and in person.

Annexure-I

We request you to send the below listed documents at dhairya.rogha@stanzaliving.com as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card
2. Aadhar Card (Front and Back Side)
3. 10th Marksheet & 12th Marksheet
4. Graduation/Post Graduation Marksheets.
5. No Objection Certificate from College/ Institute or Provisional Degree.
6. Bank Details/Cancel Cheque.
7. Signed Conditional Letter.

We would like to extend you an offer of employment, contingent on the completion of the requirements listed below: -

- Confirmation of passing education credentials.
- Passing a background check.
- Providing identity verification proof and eligibility to work in India.
- Satisfactory reference checks and employment history verification (if any).
- Submit the documents listed in the **Annexure-I**

Note: - Please Submit all the documents converting them into a single PDF

Please accept conditional offer letter and return a signed copy to us at below mentioned mail dhairya.rogha@stanzaliving.com.

Please feel free to contact in case of any queries to Dhairya Rogha @ +91 7289040505

Thank you again for your prompt attention to the needs outlined in this offer. We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.



Rajat Mehta

Vice President- Human Resources

(Signature)

Fazil Khan

Conditional Letter

Siddesh Hedni

Date: January 17, 2024

8095476046

Dear Siddesh,

Congratulations on securing the conditional offer letter. Stanza Living is pleased to offer you the position of **Junior Growth Associate**, starting in year 2024. This is a full-time role; and your CTC will be **4,10,000** – Please check below table for CTC Breakup: -

Components	CTC
Fixed Component	3,00,000
Incentives Based on Performance (20%)	60,000
Accommodation for 3.5 Months	50,000
Total	4,10,000

While working as an employee, your job duties will be: -

- Understanding the requirements of the customer and dealing with situations and queries.
- Be a representative of Stanza and be able to convert and close on leads provided on site.
- Achieving targets for growth in a monthly/quarterly/annual manner.
- Efficiency of lead funnel management, channel partners management.
- Business growth from large builders/developers and corporates.
- Fulfilling Occupancies of acquired properties.
- Customer Acquisition and Conversion: Identify and source new sales opportunities through inbound lead follow-up, outbound calls and emails and meet customers daily through walk-ins.
- Process adherence and timely reporting.
- Convert all kinds of enquiries into customers on the phone and in person.

Annexure-I

We request you to send the below listed documents at dhairya.rogha@stanzaliving.com as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card
2. Aadhar Card (Front and Back Side)
3. 10th Marksheet & 12th Marksheet
4. Graduation/Post Graduation Marksheets.
5. No Objection Certificate from College/ Institute or Provisional Degree.
6. Bank Details/Cancel Cheque.
7. Signed Conditional Letter.

We would like to extend you an offer of employment, contingent on the completion of the requirements listed below: -

- Confirmation of passing education credentials.
- Passing a background check.
- Providing identity verification proof and eligibility to work in India.
- Satisfactory reference checks and employment history verification (if any).
- Submit the documents listed in the **Annexure-I**

Note: - Please Submit all the documents converting them into a single PDF

Please accept conditional offer letter and return a signed copy to us at below mentioned mail dhairya.rogha@stanzaliving.com.

Please feel free to contact in case of any queries to Dhairya Rogha @ +91 7289040505

Thank you again for your prompt attention to the needs outlined in this offer. We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.



Rajat Mehta

Vice President- Human Resources

(Signature)

Siddesh Hedni



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468211/Bangalore/BPS/BTN
Date:11/01/2024

Dear Mr. Ayush Kumar,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential

TCSL/DT20234468606

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

No 42, Think Campus, Electronic City phase II, Bangalore - 560 100, Karnataka India

Ph.: +91 80 6724 2000 Fax 91 80 2852 1910 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>

Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021

Corporate Identification No. (CIN): L22210MH1995PLC084781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234468211/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468212/Bangalore/BPS/BTN
Date:11/01/2024

Dear Mr. Faizan Shakeel,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential

TCSL/DT20234468606

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

No 42, Think Campus, Electronic City phase II, Bangalore - 560 100, Karnataka India

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Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234468212/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468213/Bangalore/BPS/BTN
Date:11/01/2024

Dear. Nikitha Rathod,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential

TCSL/DT20234468606

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234468213/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468214/Bangalore/BPS/BTN
Date:11/01/2024

Dear Mr. Raqib G M,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential

TCSL/DT20234468606

TATA CONSULTANCY SERVICES

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Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234468214/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468215/Bangalore/BPS/BTN
Date:11/01/2024

Dear Ms. Siya Malpani,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential

TCSL/DT20234468606

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

No 42, Think Campus, Electronic City phase II, Bangalore - 560 100, Karnataka India

Ph.: +91 80 6724 2000 Fax 91 80 2852 1910 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>

Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021

Corporate Identification No. (CIN): L22210MH1995PLC084781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234468215/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468216/Bangalore/BPS/BTN
Date:11/01/2024

Dear Ms. Varsha S,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential

TCSL/DT20234468606

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234468216/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:

Private & Confidential

HRD / Offerlr / ATS497712
 Aug 27, 2024
 Sanjana.P

Dear Sanjana.P,
 Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in 1. Your initial posting will be at Bangalore-Residency Road.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

Table I : Compensation

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	7,750	93,000
Flexible Compensation Plan	8,077	96,929
Supplementary Allowance	7,250	87,000
Minimum Statutory Bonus	583	7,000
Total [A]	23,661	2,83,929
Employer's Contribution to PF	1,800	21,600
Gratuity	373	4,471
Retirals [B]	2,173	26,071
Annual Guaranteed Pay (AGP) [A+B]	25,833	3,10,000
Conveyance Allowance	2,500	30,000
Mobile Reimbursement*	750	9,000

*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

Please provide your acceptance to the offer letter within 5 days from its receipt failing which

1. the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.
2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
 - i. Mismatch in your previous employment date even for a day or
 - ii. Mismatch in your previous pay slip or
 - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

We look forward to your joining the Company and wish you a long and successful career with the organisation.

For ICICI Prudential Life Insurance Co. Ltd.



Subhashish Banerji
Chief – Sales HR delivery - Human Resources

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Sanjana.P

Signature & date: _____

Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company’s three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. **Learning & Growth:** We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. **Supportive Environment:** We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. **Fairness & Meritocracy:** We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> • Privilege Leave (PL): 28 days (21 days during the first year of service) • Sick Leave (SL): 15 days • Maternity leave (ML): 180 days • Paternity Leave: 5 days • Adoption / Surrogacy Leave: 90 days 	Employee

*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

** Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

*** PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.

Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

Annexure III: Terms and Conditions of Employment

- 1. Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
- 2. Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
- 3. Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
- 4. Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234468356/Bangalore/BPS/BTN
Date:11/01/2024

Dear Mr. Rohith N,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential

TCSL/DT20234468606

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Corporate Identification No. (CIN): L22210MH1995PLC084781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234468356/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:

PRIVATE & CONFIDENTIAL

Date:03rd May 2024

Ashlesh.S
No 75, 12th main road,
9th cross Raghavendra Block,
Srinagar
Bengaluru-560050

Dear Ashesh,

OFFER LETTER

We are pleased to make an offer to you in the position of "IT Support Executive" with ICS Mobile. You are requested to join on or before 15/04/2024.

1. a) Your remuneration package will be **Rs 3,00,000 /- per annum**.
b) Salary will be paid into your salary account before the 10th day of the subsequent month.
2. Your remuneration will be subject to annual review, or at such times as may be appropriate. Review dates are set by Corporate Headquarters.
3. You will appreciate that information relating to your remuneration package is strictly confidential and hence ask you maintain this confidentiality.

4. PLACE OF WORK

Your base of operation will be in Bangalore, however, should a need arise, you may be transferred or expected to travel to any of our offices.

5. WORKING HOURS

- a) The normal working hours are from 9:30 am to 6:30 pm Monday to Friday

On Saturday the working hours are from 9:30 am to 2:00 pm

- b) However, due to business exigencies employees may be required to work at different timings which may be prescribed by the manager from time to time.



ICS Mobile Private Limited

57, 2nd Floor, 8th Main Road, 3rd Phase JP Nagar,

Near SBI Bank, Bengaluru, Karnataka 560078

Email accounts@icsportal.in Tel +91 80 4083 7000 URL www.icsmobile.in

CIN No. : U72200KA2012 PTC 066055

Dated :31-07-2024

A Nagasheshu

Site #45, 3rd "B" cross, 1st Main,
Nemmadi Layout, Mastenahalli Main Road,
Jigini Hubli, Anekal Taluk,
Bangalore – 560105.

Email-id: nagasheshu.akula@gmail.com

Phone Number: +91 81975 25140

Appointment Letter
(Confidential)

Employee No.: 11

Dear Nagasheshu,

We are pleased to offer you the position of **Member of Technical Staff** with DBDA Solutions LLP, having office address: #630, Bannerghatta Main Road, Dhi Office Spaces, Arekere, Bangalore – 560076, on the following terms and conditions.

1. Commencement of employment

Based on your performance during the internship period, we are pleased to offer you an employment with DBDA Solutions LLP w.e.f. 1st Aug, 2024. There will be a probation period of four months. The terms and conditions of employment are as follows.

2. Job title

Your job title will be **Member of Technical Staff**, and you will report to Mr. Subhranshu Banerjee.

3. Salary

Your salary and other benefits will be as set out in Annexure 1, hereto.

4. Place of posting

You will be posted at Bengaluru, Karnataka. You will be required to work-from-office. Occasional working from home is acceptable as long as that is informed in advance and the deliverables do not suffer.

5. Hours of work

The normal working days are from Monday to Saturday (*except 1st and 3rd Saturday*). You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 9:30 AM to 7:00 PM and you are expected to work not less than 44 hours each week, and if necessary, for additional hours depending on your responsibilities.

6. Leave/Holidays

- 6.1 You are entitled to 1 casual leave (CL) per month, will accrue at the beginning of the month.
- 6.2 You will earn one day of Earned Leave (EL), for working on holidays.
- 6.3 The Company notifies a list of declared holidays in the beginning of each year. The Holiday List for the current year has been added as Annexure 2.

7. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. You will be assigned the task/ module/ responsibilities from time through email and other internal mechanism.

8. Company property

You will always maintain in good condition Company property, which may be trusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company. You may carry your personal laptop to work.

9. Borrowing/ accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/ client with whom you may be having official dealings.

10. Termination

- 10.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than one month's prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.
- 10.2 You may terminate your employment with the Company, without any cause, by giving no less than one month's prior notice or salary for unserved period, left after adjustment of pending leaves, as on date.
- 10.3 The Company reserves the right to terminate your employment summarily without any notice period or terminate on payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.
- 10.4 During the probation period, the notice period will be two weeks.
- 10.5 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like, and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

11. Confidential Information

11.1 During your Employment with the Company you will devote your whole time, attention, and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

11.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents, and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public, and which may be learnt by you during your employment. This includes, but is not limited to, information relating to the organization, its customer lists, policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

11.3 At no time, will you remove any Confidential Information from the office without permission.

11.4 Your duty to safeguard and not to disclose Confidential Information will survive the expiration or termination of this Agreement and/ or your employment with the Company.

11.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

11.6 Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and DBDA Solutions LLP shall promptly (within a month) settle all your dues after making the applicable deductions.

11.7 In addition to the terms contained herein, you may be required to sign a Confidentiality and Non-Disclosure Agreement and your relationship with the Company may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by the Company and you hereby agree to have read and clearly understood the terms of employment provided above.

12. Notices

Notices may be given by you to the Company at its registered office address, duly acknowledge, or by sending an email to the official email-id of your manager. Notices may be given by the Company to you at the address intimated by you in the official records, or by sending an email to your official or personal email-id.

13. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to manners like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

14. Governing Law/Jurisdiction

14.1 Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Bengaluru High Court, Karnataka only.

14.2 You agree to defend, indemnify, and hold the Company harmless from any and all claims, damages, liability, attorney's fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.

15. Acceptance of our offer

Please confirm your acceptance of this Contract of employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For **DBDA Solutions LLP**

Accepted and Agreed

SUBHRANSHU BANERJEE Digitally signed by
SUBHRANSHU BANERJEE
Date: 2024.07.31 18:09:19
+05'30'

Subhranshu Banerjee

A Nagashesu

Date: 31-07-2024

Annexure 1

Salary Annexure

Cost to Company			
Particulars	%age	Amount Per Annum	Amount Per Month
Basic	35%	Rs. 105,000	Rs. 8,750.00
House Rent Allowance	14%	Rs. 42,000	Rs. 3,500.00
Conveyance		Rs. 19,200	Rs. 1,600.00
Statutory Bonus	5.25%	Rs. 15,750	Rs. 1,312.50
Special Allowance		Rs. 118,050	Rs. 9,837.50
Total Gross Salary		Rs. 300,000	Rs. 25,000.00

Net Pay Annexure

Particulars	Amount Per Annum	Amount Per Month
Basic	Rs. 105,000	Rs. 8,750.00
House Rent Allowance	Rs. 42,000	Rs. 3,500.00
Conveyance	Rs. 19,200	Rs. 1,600.00
Statutory Bonus	Rs. 15,750	Rs. 1,312.50
Special Allowance	Rs. 118,050	Rs. 9,837.50
Gross Earnings	Rs. 300,000	Rs. 25,000.00
DEDUCTION *		
Professional Tax	Rs. 2,400	Rs. 200
Total Deductions	Rs. 2,400	Rs. 200
Net Salary	Rs. 2,97,600	Rs. 24,800

** The above is a pre-tax take home amount. Income tax deduction will be applicable over and above as per the Income-Tax Act, 1961

Note: This statement is only for the purpose of information and is illustrative in nature in accordance with applicable law.

Annexure 2

Holiday List for 2024

Event	Date	Day of week
New Year Day	01/01/2024	Monday
Makara Sankranti	01/15/2024	Monday
Republic Day	01/26/2024	Friday
Ugadi	04/09/2024	Tuesday
Ramzan	04/11/2024	Thursday
May Day	05/01/2024	Wednesday
Independence Day	08/15/2024	Thursday
Gandhi Jayanthi	10/02/2024	Wednesday
Deepavali - Narakachaturdashi	10/31/2024	Thursday
Karnataka Rajyotsava	11/01/2024	Friday
Christmas	12/25/2024	Wednesday



01-Oct-2024

Dear Nitisha Singh,
BCA, Computer Application
Dayananda Sagar College of Engineering, Bangalore

Candidate ID – 31412862

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

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

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of **INR 252,000/-**. This includes an annual target incentive of **INR 12,000/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits** Annexure. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to **INR Rs.284,111/-**. This includes an annual target incentive of **INR 12,000/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement** Annexure. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfilment of other pre-requirements as detailed in this letter.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant.

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

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Certified Skill Development (CSD) training program (if offered to you).

4. Training - Post Joining Cognizant:

Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- e) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

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

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



Maya Sreekumar
Vice President – Human Resources

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

Signature:

Date:

Annexure A

Compensation and Benefits

Name: Nitisha Singh **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,500
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,500
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		252,000

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

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

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

Leave & Vacation:

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

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

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity

leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

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

Employees State Insurance:

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

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

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

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

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

Annexure B

Employment Agreement – Cognizant Technology Solutions India Private Limited

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

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

AND

Nitisha Singh, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

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

RECITAL:

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

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

1. Duties and Responsibilities

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

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

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

permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.

c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.

f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.

b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

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

10. Representations and Warranties

By signing below,

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

Company;

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

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorized Absence

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

14. Retirement

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

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its

client.

16. Deputation, Assignment and Transfer

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

17. Survival

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

18. Dispute Resolution and Governing law

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

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited Nitisha Singh



Maya Sreekumar

Vice President – Human Resources

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

Signature:

Date:

1 March, 2024

A Vishal**Dayananda Sagar College of Engineering****Subject:** Offer letter for the position of **Business Development Trainee**.

Dear Vishal ,

Congratulations! After your successful interview with Kalvium, we are pleased to offer you the position of **Business Development Trainee** in our organization. We believe your skills and experience are an excellent match for our company. You will be joining our team in Kalvium's Bengaluru office and reporting to the **Team Lead**.

We are confident that you will uphold the values outlined in Annexure-I, contributing to our continued success. We look forward to a successful partnership with you.

During the training period, you will receive a consideration of **INR 20,000/month**. The consideration provided is subject to the applicable TDS deduction. Post 3 months from your date of joining and contingent on a successful performance review, you will be offered the Business Development Associate opportunity and your compensation will include an annual cost to the company (CTC) of **Rs.5,00,000**. This will include the fixed component of **4 LPA** and the incentive component of **1 LPA**. Tax deductions may apply to your salary and other cash benefits, as per applicable tax laws. Your employment is subject to the terms and conditions detailed in Annexure-II.

If you have any questions or require further clarification, please do not hesitate to reach out. Please note at Kalvium we follow a BYOD (Bring Your Own Device) policy, and hence you will be required to use your own laptop / PC.

Please confirm your acceptance of this letter by signing and returning this letter via email at po@kalvium.com.

Reporting Location: Kalvium, Olsen Spaces, Site no 41/41A, 12th main road, HSR layout Sector 6, Bengaluru - 560102

Best,
For Kalvium



Vignesh Manickam
People Partner

TDS - Tax Deduction at Source must be deducted at source as per the provisions of the IT Act, 1961 when the total stipend payable to the consultant in a financial year exceeds INR 30,000. TDS (10% of the pay) deducted at the time of payment will be reflected in your PAN-linked Income Tax account, which can be claimed at the time of your IT filing if your overall income in the financial year is within the tax exemption limits.

ANNEXURE- I

About Kalvium

Undergraduate education is where careers begin. UG degree programs are supposed to skill students personally and professionally and make them industry-ready. But, they are miserably failing. As a start to solving this problem, Kalvium is completely reimagining technology degree programs. By leveraging technology and a well-rounded curriculum, Kalvium aims to nurture future CTOs, CEOs, and Tech Entrepreneurs of the world.

To achieve such a daunting goal, a shared value system is crucial. These are the collective values that guide us and define how we behave at work:

We want to make the world's education more relevant & engaging.



We respect and trust each other. We disagree with candour and courtesy



We obsess on student experience & outcomes above all



We embrace extreme ownership, championing outcomes not just tasks.



We learn continuously and seek discovery.



We improve things regularly, rather than chase perfection

ANNEXURE- II

Employment Terms and Conditions

This Appendix comprises the terms and conditions of the internship as agreed between Kalvi Career Education Pvt. Ltd, a company incorporated and registered under the provisions of the Company's Act 2013 and having its registered office at C258, Prestige Palm s, ECC Road, Whitefield, Bengaluru - 560066 (known as and referred to as "Kalvium" for all purposes and intents) and the Intern who has been appointed as per this Appointment Letter.

1. General policies and guidelines: You will be governed by all company policies and rules without limitation that are applicable, enforced, or altered and as may be communicated to you from time to time through email or printed material during your internship with Kalvium. You are expected to carefully read, and keep yourself abreast of, these policies and rules. For any clarification on policies and rules, please feel free to get in touch with the People Partner.

2. Work Standards and Ethics: You will be expected to discharge the duties assigned to you from time to time with due diligence, integrity, and responsibility to the entire satisfaction of the management and also maintain a high standard of work expected of you.

3. Probation: You will be on probation for a period of 3 months from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at the sole discretion of the management and you will be deemed to be confirmed if your probation has not been extended via an email or letter. .

4. Work Mode and Timings: We, at Kalvium, strive to maintain a work-life balance for all our members and follow an office time between 11.30 AM to 8.30 PM, Monday to Saturday. We value efficiency and quality of deliverables above the amount of time spent at work. While the hours are defined, team members are generally expected to be available and responsive during their specified timings on working days (or any other time window specified by the reporting manager) to sync up effectively with teammates. It is also expected that team members are present for client, internal and all-hands meetings, as and when decided by stakeholders. Kalvium has different modes of work depending on roles and expectations. Your mode of work is in-campus. Please note that the mode of work proposed could change at a later point, depending on business objectives.

5. Material breach: In the event, you are in material breach of your duties and obligations, or commit a breach of trust, gross indiscipline or misconduct, financial irregularities, breach of confidentiality/non-disclosure, refusal to carry out reasonable instruction and the like, or commit a breach of Kalvium policies or any of the terms and conditions set forth herein, Kalvium reserves the right to immediately terminate you from your services without any notice or payment in lieu thereof. Kalvium further reserves the right to other legal recourse as it deems fit to protect its legitimate interests.

6. Unauthorized absence: You will be expected to pre-approve your leaves before taking them. Any unauthorized absence will be treated as Leave Without Pay automatically and a formal enquiry will be initiated leading to disciplinary action. Multiple such instances and/or long periods of unauthorized absences will be liable for termination without any notice or payment in lieu thereof.

7. Transfers: At any time during the period of appointment, you can be transferred in such other capacity that the company may determine, to any other Department/ Branch/ Establishment/ Location or any other Company under the same management without adversely affecting your emoluments and general condition of service.

8. Exclusivity: Your appointment in the company is full-time upon completion of the training and internship and you will be expected to devote yourself exclusively to the business of the company. You will not engage yourself in any other gainful employment or business (part-time or full-time) as long as you

are associated with the company. Any action contrary to this will be considered a material breach of this agreement.

9. Confidentiality: You will not divulge or make any information public related to any aspect of the company to anyone not employed by the company. You will not reproduce, store in a retrieval system or transmit in any form or by any means – electronic, mechanical, photocopying, recording, scanning, or otherwise – any copyrighted material or confidential information, for your benefit or any third party, either during the term of your internship or thereafter. You will not divulge your compensation details to other employees at Kalvium. You will be required to return all documents and property (including copies thereof) belonging to Kalvium or belonging to its clients or any of Kalvium's associates or branches before your last working day to obtain release. You are also specifically restrained from keeping copies or extracts of any Kalvium's material with you, after the last day of your association. Upon termination of your association with Kalvium, you will surrender to Kalvium, all such Confidential Information including without limitation- data, information, files, books magazines, reports, documents, manuals, audio and video, and any other knowledge database given to you in the course of your association and shall not retain any copy thereof in any form whatsoever.

10. Intellectual property rights: You acknowledge and agree that the intellectual property rights of all existing and future materials, information, and technology of any nature created by you during your association, either singly or jointly with other people, are the exclusive properties of Kalvium with unfettered rights for utilization or disposal of the same. You also acknowledge and agree that Kalvium can use or adapt such material to which you have contributed, in any manner and without expressly acknowledging your contribution. Any work or research you create or perform that results from or is suggested by the work that you do on behalf of Kalvium during your association with Kalvium shall be considered a "work made for hire" and shall be the sole and exclusive property of Kalvium. You hereby grant and assign to Kalvium all rights, title, and interest in any intellectual property that you develop while you are associated with Kalvium and waive any rights therein.

11. Declaration of no conflict of interest: You confirm that as of your date of joining, you do NOT have any business, professional or other interests that may be conflicting with the activities or business interests of Kalvium.

12. Non-solicitation: During the period of your association with Kalvium and for one year after the termination of your internship with Kalvium for any reason, directly or indirectly, recruit, solicit, or otherwise induce or attempt to induce any employee of Kalvium to leave the employment of Kalvium, nor hire any such employee at any enterprise with which you are then affiliated.

13. Jurisdiction: Any disputes arising out of this contract will be settled in the court of law under Bangalore's jurisdiction.

ACCEPTANCE OF OFFER

I hereby confirm that I accept the offer at Kalvium along with all its terms and conditions.

A Vishal

Date: _____

OL No: AM11039**Date : 2-April-2024**Dear **CHETHAN K R**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Associate** and you will be reporting to the office on **24-April-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 24-April-2024Training Period : **24-April-2024 to 3-May-2024 - (Unpaid)**On the Job Training Start Date: **4-May-2024**On the Job Training End Date: **3-November-2024**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **280000** INR per month.

You will be eligible for a Pre - Placement Offer of **6 to 8 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **24-April-2024**.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10 th /12 th or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

OL No: AM11031**Date : 2-April-2024**Dear **Vaishnavi K**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Associate** and you will be reporting to the office on **24-April-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 24-April-2024Training Period : **24-April-2024 to 3-May-2024 - (Unpaid)**On the Job Training Start Date: **4-May-2024**On the Job Training End Date: **3-November-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **24-April-2024**.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

ANNEXURE

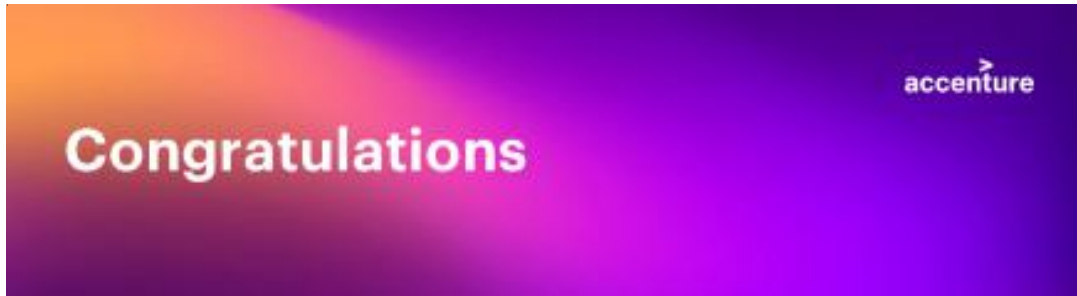
Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10 th /12 th or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

DATE: _____

(Candidate's Signature)



11 September 2024

C10280215

Divyashree Prakash Ilanthila

WH94+W7F, 9th Cross Rd, Gururaja Layout, Padmanabhanagar, Bengaluru, Karnataka 560070, India

Dear Divyashree Prakash Ilanthila,

We are pleased to extend an Offer to join Accenture Solutions Private Limited in our Advanced Technology Centers, India, as per the terms and conditions of the offer letter and its accompanying annexures:

Management Level - 12

Job Title - **Packaged App Development Associate**

Job Family Group - **Software Engineering**

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

ANNEXURE AND TERMS OF EMPLOYMENT DETAILS

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Annexure 3 for Remote working condition - Declaration to be submitted by you.
- Annexure 4 for declaration to be submitted by you.
- Annexure 5 for the Terms of Employment, Compensation Plan and Car Lease Scheme

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

Please note that after joining the Company you may be required to undergo further trainings, assessments and verifications and your employment with the Company shall be subject to successful completion of such trainings, verifications and assessments.

As further detailed in the Terms of Employment, this Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college which shall be completed, without any delay or extension, as well as satisfactory

completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 2.

Post accepting this Offer, you are required to submit certain prerequisites / documents (Refer Annexure). The Offer will be contingent upon successful verification of your documents against the Employment Application Form submitted by you. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch/misrepresentation in information shared by you.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test/and/or any other verifications based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests/and/or any other verifications as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test/and/or any other verifications, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Important to note:

Your joining and employment with the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/ communicated by the Company from time to time. You may be required to submit additional documents which include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in revocation of this Offer/termination of employment.

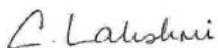
This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date. The start of employment with the Company will be the date on which you have joined the company i.e. onboarding date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

Divyashree, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to contact Mr Mohamed S Althaf at campus.queries@accenture.com should you have anything you would like to discuss further.

Yours sincerely,



Lakshmi C

Managing Director and Lead, Human Resources, Accenture in India

ACKNOWLEDGED AND AGREED:

Candidate's Signature {{Sig_es_:_signer1:signature}}
Divyashree Prakash Ilanthila

Date: {{Dte_es_:_signer1:date}}

ANNEXURE 1: COMPENSATION & BENEFITS

TOTAL CASH COMPENSATION ELEMENTS	
Total Cash Compensation:	
	Annual(INR)
(A) Annual Fixed Compensation*	INR 383,000/-
(B) Variable Bonus earning potential (at maximum 8.5%)	INR 32,555/-
Annual Total earning potential (A+B)	INR 415,555/-
(C)#Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 13,700/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 435,655/-
(D)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
(E) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

***Total Cash Compensation Elements**

Annual Fixed Compensation**

*Annual Fixed Compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable. Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

Your Annual Fixed Compensation will be structured in line with the Company policy. There are various components within in Fixed Compensation (key components - Basic pay, House Rental Allowance, Provident Fund). Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

**Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Appropriate employee's contribution to PF will be deducted and submitted to the regulators by the Company as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities. *As defined by applicable law from time to time.

VARIABLE BONUS

You will be eligible to participate in the FY24-25 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

BENEFITS APPLICABLE FOR CURRENT COMPANY FINANCIAL YEAR

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for the following benefits, which will be governed by Company policy:

Insurance Policy	Coverage for	Coverage Amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. a. Medical Insurance for self, spouse/partner and 4 dependent children up to **INR 5,00,000/-** per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to **INR 20,00,000/-** and siblings up to **INR 10,00,000/-**. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to **INR 30,00,000/-**. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time

c. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse /partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan

Please note that all insurance benefits whether (Base or optional) will have a co-payment provision subject to the terms of the insurer

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a. You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to **two times** of your annual fixed compensation with minimum cover of **INR 7,50,000/-**

a. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, its amendment or prevailing legislation at that point of time and subject to eligibility and Company procedure and process at the time of your exit from the Company.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Share Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

*Employee Share Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

JOINING BONUS

You would receive a discretionary joining bonus of **INR 25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the **first month's** salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of **12 months** of employment with the Company, the full amount of joining bonus (irrespective of any taxes deducted at source) shall become payable by you and shall be repaid on termination of your employment/separation from the Company.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs. The Company may in justifiable circumstances of medical illness, demise or any other reasonable conditions; and on its discretion waive a recovery.

Please note:

- Joining bonus amount, so paid to you, shall be considered as taxable income for all purposes. Applicable taxes will be deducted via payroll at the time of payment of joining bonus to you

RELOCATION ASSISTANCE

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of **INR 2,500/-**, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates re your relocation assistance, 30 days before your date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type-Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

STATUTORY BONUS

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

GST CLAUSE

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company.

Any shortfalls will be adjusted against any further amounts due and payable to you.

GENERAL TAX

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE 2 : REQUIRED DOCUMENTATION

- Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
- PAN card copy (mandatory to be submitted on day 1)
- Document/s containing start date and end date of the last two employers
- Copy of Degree/PG/Diploma (wherever applicable) certificates
- Copy of all semester mark sheets (last semester mandatory)
- Relieving Letters from previous employer
- UAN Number and PF Statement for your last two employments before Accenture
- Form 16 and Form 26AS from any period of your tenure with the last two employments before Accenture
- Experience Certificate from 2 previous employers (if relieving letters not submitted)
- Passport copy , if available (if not please apply immediately)
- Certification Completion Document (as mentioned in the eligibility criteria)

Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE 3: REMOTE WORKING CONDITIONS - DECLARATION

NOTE:

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your Accenture Base Location]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role
- I agree and undertake to follow the work timings defined by my organization
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my Accenture Base Location

ANNEXURE 4 : DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to company, including any such documents or materials from my previous employer. To the extent I feel that my employment at company would require me to bring any third party documents or materials to company I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Divyashree Prakash Ilanthila

Date: {{Dte_es_:_signer1:date}}

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of company and its affiliates and may contain copyright material or intellectual property of company and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or company immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of company and its affiliates. company does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

Offer of Internship

15th July 2024

Dear **A Vishal**,

We are pleased to offer you the position of Operations Intern with us here at Nolan Edutech Private Limited (Company or Nolan) where we hope you will enjoy your role and make a significant contribution to the success of the business.

Commencement Date

Your internship will commence on **July 22, 2024**.

Location

The location of work will be Bangalore.

Position

The roles and responsibilities of this position will be described briefly on joining the Company.

Remuneration

You will be entitled to a fixed stipend of Rs.25,000 per month (Subject to TDS deduction).

You will also be eligible to receive Incentives basis performance.

Duration

The internship duration is for 6 months.

During the tenure of your internship, you will completely and exclusively be in the internship of the Company.

Leave Eligibility

You are entitled to 2 leaves per month.

Termination

The company or intern without providing any reason may terminate the internship by giving a one months' period of notice (or payment in lieu) depending on service. The company may terminate your internship at any time without notice if: you are guilty of serious misconduct; or you are in material breach of a provision of this contract, including confidentiality undertakings. Following the termination of your internship you will be required to return all company property.

Privacy

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

Intellectual Property Rights

All information, inventions and discoveries or any interest in any copyright, patent and/ or other property rights developed, made or conceived by the Intern, (i) in the course of the Intern's internship with the Company under this Agreement; or (ii) previously during the Intern's association with the Company, and/ or during the course of his internship with the Company comes to know of any better process which the Intern has developed or may develop, (collectively "**Intellectual Property Rights**") shall vest solely and exclusively with the Company.

The Intern agrees and understands that any and all copyrightable works that are prepared by the Intern, within his/her scope of service, is "work for hire" under Applicable Law and the Company will be considered the first owner of such copyrightable works. To the extent that the Company is not considered the first owner of the Intellectual Property Rights created by the Intern, the copyright and all related rights, title and interest in all such Intellectual Property Rights is irrevocably assigned by the Intern to the Company for valid and adequate consideration. To the extent that any Intellectual Property Rights are not vesting with the Company in accordance with the provisions of this Clause 5, the Intern hereby irrevocably assigns in perpetuity for worldwide use to the Company, all his rights, title and interest with respect to Intellectual Property Rights. The Intern hereby further undertakes to sign all such agreements, deeds and documents as may be required under Applicable Laws to evidence the assignment of the Intellectual Property Rights to the Company. In the event the Company is unable for any reason, after reasonable effort, to secure the Intern's signature on any document needed in connection with the actions specified herein, the Intern hereby irrevocably designates and appoints the Company and

its authorised personnel as the Intern's agent and attorney in fact and at law, which appointment is coupled with an interest, to act for and on the Intern's behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of Clause 5 with the same legal force and effect as if executed by the Intern. The Intern hereby waives and relinquishes all claims, of any nature whatsoever, which the Intern now or may hereafter have for infringement of any Intellectual Property Rights assigned hereunder to the Company.

All records, documents, papers (including copies and summaries of them), "professional packages" and other copyright protected works made or acquired by the Intern in the course of his internship shall, together with all the worldwide copyright and design rights in all such works, be and at all times remain the absolute property of the Company.

The Intern hereby represents and warrants that he shall not use or integrate any third-party materials or data that are not validly licensed to the Company unless previously authorized by the Company. The Intern represents and warrants that the Intern has not violated the intellectual property rights of any third party, and covenants that the Intern shall not violate the intellectual property rights of any third party in the course of his service with the Company. In case any such third party intellectual property is integrated in any Intellectual Property Rights created by the Intern, the Intern agrees to grant to the Company a non-exclusive, fully transferable, perpetual, fully paid-up license to use, and modify, such third party intellectual property integrated. The Intern shall cooperate with the Company in executing all such assignments, oaths, declarations, and other documents to effect the foregoing.

The Intern hereby waives any right to and agrees that he shall not raise any objection or claims to the Indian Copyright Board with respect to the ownership of the Intellectual Property Rights, under the provisions of Section 19A of India's Copyright Act, 1957. It is further agreed between the Parties that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, the assignment under this Agreement shall not lapse nor the rights transferred therein revert to the Intern, even if the Company does not exercise the rights under this Agreement within a period of one (1) year from the date the assignment becomes effective.

Confidentiality of Information

During your internship you may become aware of information relating to the business of Nolan, including but not limited to client lists, trade secrets, client details and pricing structures. Confidential information, including client lists, trade secrets, pricing structures and any and all documents created by you in the course of your internship remain the sole property of Nolan. You shall not, either during or after your internship, without the prior

consent of Nolan directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

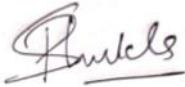
Jurisdiction

This contract is made in Bangalore, India.

Welcome and Acceptance


A Vishal, we would like to take this opportunity to welcome you to Nolan and wish you a long and rewarding start of career with us.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Prateek Shukla", written over a horizontal line.

Prateek Shukla
Co-Founder & CEO

I, **A Vishal**, accept the terms and conditions of this contract.

Signed: 
Dated: 16/07/2024



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 4824432

Letter of Intent ("LOI")

March 15, 2024

Dear Gurusiddesh A Balekai,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Note 1: Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

Note 2: After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

This is a computer-generated document. No signature is required. This document is containing confidential information.

ANNEXURE 1

Gurusiddesh Balekai, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 4824432

Letter of Intent ("LOI")

March 15, 2024

Dear Gurusiddesh A Balekai,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

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- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
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2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

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We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please [click here](#).

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

Gurusiddesh Balekai, Analyst

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For Capgemini Technology Services India Limited

**Puneet Kumra
Head - Fresher Hiring**

Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

EDUS23-3130

17/05/2024

Attach / Paste
Your Photo Here

Dear A Vishal,

Further to your recent interview, I am pleased to offer you the following employment as **Business Development Trainee** with Edustation, with a commencement date of **20/05/2024**. Please report to the undersigned on **20/05/2024** at our office located at as communicated by HR based on the terms and conditions stated herein. This offer letter upon written acceptance by you shall be deemed as Employment Agreement.

You will be under 10 days of unpaid training from **20/05/2024 to 29/05/2024**

On the Job Training Start Date : **30/05/2024**

On the Job Training End Date : **29/08/2024**

COMPENSATION DURING INTERNSHIP : (Subject to statutory and other deductions)

Total CTC : **444000** INR per Annum.

Base : **150000** INR per Annum.

Incentives : **12000**

Target : **100000** INR per month.

We request you to upload the signed copy of this letter by clicking the link provided in the email along with the documents mentioned in Annexure. If we do not receive the above mentioned documents in token of acceptance from you within 5 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Edustation, and will report on or before **20/05/2024**.

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

Working Hours : 9 Hours a day (Inc. Lunch Break).

Job Type : Full Time INTERNSHIP.

Location : as communicated by HR.

COMPENSATION BREAK UP (CALCULATED ON BASE)

SL NO	PARTICULARS	PER ANNUM	PER MONTH
1	Basic Salary	150000	12500
2	Dearness Allowance	45000	3750
3	House Rent Allowance	75000	6250
4	Conveyance Allowance	10000	833
5	Special Allowance	20000	1667
X	Gross Salary	300000	25000
1	Income Tax	2500	208.33333333333334
2	Professional Tax	2400	200
3	Medical Allowance	0	0
Y	Total Deductions	4900	408.33333333333333
(X-Y)	Net Salary	295100	24591.666666666668

POST INTERNSHIP PACKAGE: (Based on Performance during INTERNSHIP)

Salary Range : 6 + 3 LPA + Performance based incentives

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

ANNEXURE 1

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: 10th standard or equivalent examination 12th standard or equivalent examination Graduation Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOUR SCANNED COPY OF YOUR : Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	Bank Account Details: Bank PassBook First Page Bank Name, Your Name as per Bank records, Account Number, IFSC Code

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- On joining, you will be under unpaid training for 10 working days and post which you will be under review on your performance for the next 10 working days.
- Performance evaluation will be conducted and on successfully passing the evaluation, you will be eligible for entering the production floor for OJT.
- During the training period you will not receive any of the employee benefits that regular employees receive.
- The company reserves all the right to terminate your employment at any time without providing any reasons or notice.
- At any time if you wish to discontinue the training due to personal reasons , you will have to serve a notice period of 1 month (as per the T&C mentioned by HR's) or will have to pay a compensation equal to 1 month stipend.
- You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).

- The original documents you provided will be returned back after completion of background verification.
- Anytime you wish to take back the original documents due to any reasons between your training period, you are required to submit a valid replacement document which is approved by HR.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company and the package may vary depending on the candidate performance during their probation / employment.

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

Aadhar Number : _____

PAN Number : _____

Beneficiary Name : _____

Bank Name: _____

IFSC code : _____

Account Number : _____

HR POLICIES & DECLARATION

Human resource policies must be developed, identified, and implemented by all businesses. These policies are critical to the success of any firm. Each organisation is unique in terms of size and nature of operations, necessitating customised human resource strategies tailored to their specific demands. Employee interactions and separation, employment processes, and employee salary and benefits will all be discussed. The goal of this project is to learn about the organisation's human resource policies. Employee happiness and consequently highly motivated employees are achieved through HR policies. The major goals of diverse HR policies are to promote efficiency by improving motivation and, as a result, achieve organisational goals and objectives.

Human Resource policy, employees, motivation, salary, and so on are all keywords.

At Edustation, we understand that our employees are the foundation of our success, and that nothing can be accomplished without their active participation.

This paper contains the rules that serve as a solid foundation for effective Human Resources Management within the Edustation Group. It describes the Human Resources function's vision and objectives to all Edustation's workers and depicts every facet of the Edustation employee lifecycle.

All Edustation employees are inspired by the Edustation's Management and Leadership Principles in their activities and interactions with others. All of the essential ideas that Nestlé promotes and subscribes to on a global scale are referred to as the Corporate Business Principles. Both of these documents serve as the foundation for the current policy.

Sound judgement, compliance with local market rules, and common sense will guide the implementation of this policy, which will take into consideration the specific circumstances. Its ethos should be followed in all circumstances, and it can be summed up in one sentence: At Edustation, we put people first in all we do.

REGARDS,

AUTHORITATIVE SIGNATORY
EDUSTATION

HR A1 0.1 - JOINING FORMALITIES

You are required to produce the latest signed offer letter provided by Edustation along with your PAN card and Aadhar copy.

You are required to send a soft copy of all the mentioned documents to the respective mail provided in your offer letter.

You might have to produce an original document as per your offer letter for background verification on request.

HR A1 0.2 - TRAINING POLICY (FOR INTERN)

You will be placed under a training period of 10 working days which will be unpaid.

During your unpaid training period, your performance will be monitored and necessary measures will be taken in order to improve your performance.

The targets that you cover during your unpaid training will be still counted for overall performance and monthly targets.

HR A1 0.3 - PROBATION (FOR INTERN / TRAINEE)

You will be under probation for the tenure mentioned in your offer letter during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

Your employment is terminable by giving (48 hours) notice in written, post which you will be called for counselling and 30 days of notice period has to be served post confirmation from the HR (OR) as mentioned in your offer letter & the company reserves the right to terminate any intern if found lacking in performance, code of conduct or any other reasons.

Upon successful completion of probation period without any extension you shall be offered with full time employment opportunity from the company if the intern

Is legally eligible to work in any firm as per the Indian law.

Has completed his/her degree or any similar education.

Is a proven performer and is eligible to receive full time employment from the company.

At any point of time if you wish to leave the company due to reasons of your own, you will have to pay a compensation amounting to 1 month's total pay or as mentioned in your employment offer.

HR A1 1.1 - LEAVE POLICY (FOR INTERN / TRAINEE)

You are entitled to get one day weekly off from the company.

Apart from your pre-approved week-offs, you are not entitled to get any other benefits which are provided for a full-time employee.

You might receive paid leave (PL) based on the company's interest or requirement but will not be provided on request.

NOTE: ANY BENEFITS PROVIDED FOR AN FULL-TIME EMPLOYEE WILL NOT BE PROVIDED FOR AN INTERN.

Any unauthorised absence during your INTERNSHIP/training more than 3 days will result in termination of employment. If you have any unavoidable circumstances or exams, you are required to keep the reporting manager and the HR's informed regarding your leave requirement with a valid supporting document as a proof (If necessary).

HR A1 2.1 - WORK FROM HOME POLICY (FOR INTERN / TRAINEE)

- Work From Home can be only taken in case of health / Other valid reasons by writing a mail along with attested proof.
- Work From Home will be provided only after getting reporting manager & HR approval.
- Work From Home will be partially or fully paid after getting the work report approved by the reporting managers.
- If the work given is incomplete, the day will be marked as Loss Of Pay (LOP).
- Doing Work From Home without HR or reporting Manager's approval will lead to Loss Of Pay (LOP).
- Work from home cannot be taken on an immediate request basis unless the reporting manager and HR has approved in written format.

HR A1 3.1 - TIMING (FOR INTERN / TRAINEE AND EMPLOYEES)

- Your total shift hours will be 9 hours, out of which you are required to provide 8 working or productive hours with 1 hour of break in between.
- You are required to adhere to the allotted shift and it is mandatory for you to login and logout without fail through the mediums provided.
- Any employee or intern/trainee providing less than 8 working hours or productive hours in office, will be marked as half day.
- Any employee or intern/trainee providing less than 6 working hours or productive hours in office, will be marked as Loss Of Pay (LOP).
- In case of an error in attendance, you are required to reach out to respective HR and regularise it before the given deadline.
- Unauthorised absence for more than 3 days will lead to termination of employment by the company with no or performance based settlement as per notice policy (HR A1 4.1.1).
- If you have failed to login for any particular day (OR) have done a late login, you are required to write a mail to your respective reporting managers and your team leaders along with the HR and get a written approval for the same for regularisation.

HR A1 3.2 - WEEKOFF (FOR INTERN / TRAINEE AND EMPLOYEES)

- Any Employee or Intern/Trainee working in Edustation are eligible for getting one day off in the respective week.
- Your week off day will be decided by your reporting manager and the HR depending on the company's requirement.
- If any Employee or Intern/Trainee working at Edustation tends to take leaves in series with any Week off, their off will be cancelled and that day will be considered the same as other leaves.

- Any request for change of week off day must be mailed to their respective reporting managers along with the HR and the same has to be approved by both the parties.

I confirm that I have read and understood the above conditions. I also understand that the company may from time to time notify amendments or additional related to the subject matter above and I agree to abide by them in full compliance thereof.

HR A1 4.1 - TERMINATION OF EMPLOYMENT BY YOU (FOR INTERN / TRAINEE)

During probation, you are required to give the company at least 48 hours notice in writing. Post confirmation from HR, you are required to give the company a minimum of 1 months' notice period. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.

Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 1 month's stipend to the Company in lieu of the notice period.

HR A1 4.1.1 - NOTICE POLICY

During your notice period, your targets and other work related information will be discussed by HR in their counselling session.

Post acknowledgement of the notice mail, you are required to work for 1 calendar month as per the discussion that you had with the HR and fulfil the requirements provided.

If failed to do so, pay in lieu of notice period would be reduced from the final settlement dues to the Intern Or He/She might have to pay in lieu based on the performance status during notice.

Your eligible Full and Final Settlement (F&FS) will be provided 45 days post completion of your notice period based on your performance. (Applicable for training/INTERNSHIP completion also).

HR A1 4.2 - TERMINATION OF EMPLOYMENT BY THE COMPANY (FOR INTERN / TRAINEE)

During the probationary period, the company has all the rights to terminate your employment without notice or payment in lieu of notice.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated immediately.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances require.

NAME: _____

DATE: _____

SIGNATURE: _____

HR A1 5.1 - SLIPS AND WARNINGS

At Edustation we focus on building a disciplined and friendly environment at the same time maintaining confidentiality.

The following consequences will be applied*, in order of escalation, should you not demonstrate improvement or cease violation of company policies:

- Verbal warning
- Documented warning notice
- Job suspension for 3 days without pay for one work week
- Third and final warning notice followed by an in-person meeting along with a pay cut of one work week.
- Termination of employment (Should the past warnings and suspension not result in improvement of actions)

We are determined to continue enlisting our expert knowledge at Edustation and within our work environment, and we will do whatever we can to help you improve your performance to meet our quality standards. The above provided sequence of warnings shall not be applicable in certain circumstances.

5.1.1 PINK SLIP :

Employee shall use his best efforts to limit dissemination of Confidential Information to other employees, officers and agents of Employer on a need to know basis or as directed by Employer, and not to disclose to any other person(s) or organisation(s) that has not signed a non-disclosure agreement with Employer specifically directed to Confidential Information.

Such information includes:

- Compensation information of an employee or an Intern/Trainee.
- Any confidential information related to any current projects or clients.
- Company's internal information such as plans, Road maps and strategies.
- Discussion of any benefit provided by the employer to the employee to other colleagues or team members.
- Other confidential information.

Any written warnings issued on the basis of disclosure of confidential information will be termed as PINK SLIP.

PINK SLIP can be issued with warnings / with or without a revision of offer provided.

5.1.2 RED SLIP :

At Edustation we promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious

disputes and disrupting our workplace. We also expect them to foster a well-organised, respectful and collaborative environment.

Any written warnings issued on the basis of misconduct will be termed as RED SLIP.

RED SLIP can be issued with warnings or a termination letter.

5.1.3 BLUE SLIP

This policy sets out how Edustation handles the personal data of its employees, customers, suppliers and other third parties.

Protecting the confidentiality and integrity of personal data is a critical responsibility that we take seriously at all times. This policy is therefore intended to apply to the personal data that we process.

This policy does not form part of any employee's contract of employment, and we may amend it at any time. It does not override any applicable national data privacy laws and regulations in countries where we operate.

FOR MORE DETAILS ABOUT DATA SECURITY POLICY REFER HR A2 Section Any written warnings issued on the basis of data breach will be termed as BLUE SLIP.

NOTE : THIS MAY BE APPLICABLE AS WARNING OR TERMINATION WITHOUT PAY & NOTICE

I confirm that I have read and understood the above conditions. I also understand that the company may from time to time notify amendments or additional related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

HR A2 0.1 - ACCEPTANCE OF SOFTWARE AND SYSTEMS USAGE To EDUSTATION. (“The Company”)

The company forbids the use of unauthorised software on any company equipment or the use of unauthorised software on any personal or non-company issued equipment. The company forbids unauthorised access, or any unauthorised attempt to access, any data maintained on any computer systems.

Unauthorised software comprises any software that is not on the Edustation IT list of approved software or which has not been procured via the authorised procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Edustation security or an authorised agency of Edustation IT Security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific written approval of senior management is obtained, the use of unauthorised software on company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the company’s regulation which may lead to disciplinary action including but not limited to termination, or other appropriate action as necessary by the company.

I confirm that I have read and understood the above conditions and the use of unauthorised software and systems. I also understand that the company may from time to time notify amendments or additional conditions or policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

NAME: _____

DATE: _____

SIGNATURE: _____

HR A2 0.2 - DATA PROTECTION DECLARATION To EDUSTATION. (“The Company”)

- I, the undersigned, make this declaration in my capacity as an employee of Edustation, and as a condition of being assigned by Edustation to perform certain services for Edustation EDTECH PVT LTD and any of its direct or indirect subsidiaries (Individually a “Data controller” and together the “Data Controllers”).

- I hereby and solemnly undertake that i will at all times maintain strict confidentiality with regard to, and will not for my own or any other person’s use (whether for profit or not) make copies of or note about, any and all matters of a confidential nature or the personal data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed personal in nature or deemed personal data bylaw concerning any of the data controllers, their customers, the state of their accounts or any other matter relating to the affairs of a data controller and permission of the data controller or the person to whom any duty of confidentiality is owed. Should I be required by the law to make such a disclosure, I shall so far as lawfully promptly inform the Edustation of such a requirement.

- I undertake to deliver up to Edustation and any records in any medium which I may hold at the end of my assignment in performing services for any of the data controllers.

- I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the data controllers with, the following rules or requirements (as the same may be amended from time to time):
 - Edustation policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorised by Edustation EDTECH PVT LTD on Edustation computer systems and/or the loading or use of Edustation group’s software on any other equipment is strictly forbidden;
 - Edustation staff training video on data protection;
 - Security procedures specific to the building where I am to carry out my assignment; and
 - Edustation staff handbook.

- I also confirm that i shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Collectors with, any other rules or requirements (whether in

relation to the data protection legislation referred to in paragraph above or otherwise) advised to me by Edustation

I confirm that I have read and understood the above conditions. I also understand that the company may from time to time notify amendments or additional related to the subject matter above and I agree to abide by them in full compliance thereof.

NAME: _____

DATE: _____

SIGNATURE: _____

DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that :

I have never been convicted of a criminal offence involving fraud or dishonesty; and i have never been declared bankrupt.

Edustation Dept. / Job Title : _____

NAME: _____

DATE: _____

SIGNATURE: _____

HR A2 0.3 INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS

- Usage of or access to the internet, computer and software 'equipment' wherever situated in Edustation premises or those made available by Edustation, its customers or business partners to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Edustation's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

- Internet and Email access is not to be used for following purposes, which are expressly forbidden:
Solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial or another's business, his reputation or his Internet access (inflaming, Spamming etc), for download of pornography, game software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or, chat-rooms, nor for issuance for any of formally unauthorized business advice.

No legal commitment by Email on behalf of any member of Edustation, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorised person must be made.

- The user shall respect and abide by all the applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the work of others without their permission as this may infringe copyright.
- Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the compliance function. Comment – Edustation management to access if they like to retain practice.
- The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.
- Edustation is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the internet including, without limitation, any Email messages, whether or not created by the user, the content of any page downloaded and any mechanisms which record the user's use of internet.

I _____

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understood that failure to do so may result in disciplinary action against me. I also understand that the company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

DATE: _____

SIGNATURE: _____

HR A2 0.4 - DATA CONSENT FORM PERSONAL DATA - CONSENT

In consideration of being evaluated for employment by Edustation, for the purpose of pre-employment, during employment and post employment processing of my personal data.

I hereby expressly agree and consent as follows:

Edustation or its authorised agent or service providers or third parties including platform or aggregators may collect, process and disclose my personal information/ data to verify the accuracy of the information i have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regards, Edustation may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons i have appointed as personal reference during my recruitment process.

I understand and agree that:

My personal information/ data may be processed, analysed and assessed by or on behalf of Edustation by third parties whether based in India or other location, where they may be less stringent data protection law than in India.

Edustation shall protect my personal data in accordance with the applicable law by using industry standard security and protection protocols.

At any time Edustation or its authorised agent or service providers may request, collect, process and disclose my personal information/ data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other search operations lawfully necessary.

NAME: _____

DATE: _____

SIGNATURE: _____

To

Date: 20th February, 2024

Ganapati Laxmikant Hegde

Subject: Internship Offer Letter

Dear **Ganapati Laxmikant Hegde**

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **26th February, 2024** for a period of **6** months. During this period, you will get paid **Rs. 22,000/month** (Rupees Twenty-Two Thousand Only) and you will be working as a '**Business Development Trainee**'. The technical platform and job role will be shared with you by your manager on the day of your joining.

Note:

- Number of working days is **6** days a week.
- Your First month stipend(30days)will be on hold and it will be released along with your fourth month stipend.
- As per your KPI, you will be expected to have a minimum of 3 hours of call time. Failing to meet your KPI, will automatically fall into absenteeism
- During this Internship, you are eligible to get up to Rs **200,000/-** as an incentive based on your performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, the Pre-Placement Offer will be released before the completion of your internship at Intellipaat.
- The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on Gross Salary
- You need to serve **30** days of notice period without fail, or else the management of Intellipaat can hold your salary/ experience letter / relieving letter/ any background verification in the future.
- Minimum working duration must be 9 hours including a one-hour lunch/dinner break.
- After the successful completion of 6 Months Internship period total CTC would be Rs **7,25,000** INR.
- No examination preparatory leaves will be provided during this period
- If the college/university exams are pending then you are allowed to take leaves for exams and for applying for the same you need to get the letter from your TPO with examination dates and get it approved by your manager.
- No leaves would be allowed during 1st month of your employment (allowed only if it is genuine). If you are takingleaves we would be requiring supporting and admissible documents for the same
- Failing to do the same organization can be liable to take action against your employment

Again, congratulations and we look forward to working with you.

Yours truly,

For Intellipaat Software Solutions Private Limited



Bhargavi Narayan A S

Associate Vice President- Human Resources

Intellipaat Software Solutions Pvt. Ltd.

**6th Floor, Primeco Towers, Arekere Gate Junction, Bannerghatta Main Road, Bengaluru,
Karnataka-560076**

Offer of Internship

15th July 2024

Dear **Nishmitha M,**

We are pleased to offer you the position of Sales Trainee with us here at Nolan Edutech Private Limited (Company or Nolan) where we hope you will enjoy your role and make a significant contribution to the success of the business.

Commencement Date

Your internship will commence on **August 5, 2024.**

Location

The location on of work will be Bangalore.

Position

The roles and responsibilities of this position will be described briefly on joining the Company.

Remuneration

You will be entitled to a fixed s pend of Rs.25,000 per month (Subject to TDS deduction).

You will also be eligible to receive Incentives basis performance.

Duration

The internship dura on is for 3 months.

During the tenure of your internship, you will completely and exclusively be in the internship of the Company.

Leave Eligibility

You are entitled to 2 leaves per month.

Termination

The company or intern without providing any reason may terminate the internship by giving a one months' period of notice (or payment in lieu) depending on service. The company may terminate your internship at any me without notice if: you are guilty of serious misconduct; or you are in material breach of a provision of this contract, including confidentiality undertakings. Following the termination of your internship you will be required to return all company property.

Privacy

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

Intellectual Property Rights

All information, inventions and discoveries or any interest in any copyright, patent and/ or other property rights developed, made or conceived by the Intern, (i) in the course of the Intern's internship with the Company under this Agreement; or (ii) previously during the Intern's association with the Company, and/ or during the course of his internship with the Company comes to know of any better process which the Intern has developed or may develop, (collectively " **Intellectual Property Rights** ") shall vest solely and exclusively with the Company.

The Intern agrees and understands that any and all copyrightable works that are prepared by the Intern, within his/her scope of service, is "work for hire" under Applicable Law and the Company will be considered the first owner of such copyrightable works. To the extent that the Company is not considered the first owner of the Intellectual Property Rights created by the Intern, the copyright and all related rights, title and interest in all such Intellectual Property Rights is irrevocably assigned by the Intern to the Company for valid and adequate consideration. To the extent that any Intellectual Property Rights are not vesting with the Company in accordance with the provisions of this Clause 5, the Intern hereby irrevocably assigns in perpetuity for worldwide use to the Company, all his rights, title and interest with respect to

Intellectual Property Rights. The Intern hereby further undertakes to sign all such agreements, deeds and documents as may be required under Applicable Laws to evidence the assignment of the Intellectual Property Rights to the Company. In the event the Company is unable for any reason, after reasonable effort, to secure the Intern's signature on any document needed in connection with the actions specified herein, the Intern hereby irrevocably designates and appoints the Company and its authorised personnel as the Intern's agent and attorney in fact and at law, which appointment is coupled with an interest, to act for and on the Intern's behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of Clause 5 with the same legal force and effect as if executed by the Intern. The Intern hereby waives and relinquishes all claims, of any nature whatsoever, which the Intern now or may hereafter have for infringement of any Intellectual Property Rights assigned hereunder to the Company.

All records, documents, papers (including copies and summaries of them), "professional packages" and other copyright protected works made or acquired by the Intern in the course of his internship shall, together with all the worldwide copyright and design rights in all such works, be and at all times remain the absolute property of the Company.

The Intern hereby represents and warrants that he shall not use or integrate any third-party materials or data that are not validly licensed to the Company unless previously authorized by the Company. The Intern represents and warrants that the Intern has not violated the intellectual property rights of any third party, and covenants that the Intern shall not violate the intellectual property rights of any third party in the course of his service with the Company. In case any such third party intellectual property is integrated in any Intellectual Property Rights created by the Intern, the Intern agrees to grant to the Company a non-exclusive, fully transferable, perpetual, fully paid-up license to use, and modify, such third party intellectual property integrated. The Intern shall cooperate with the Company in executing all such assignments, oaths, declarations, and other documents to effect the foregoing.

The Intern hereby waives any right to and agrees that he shall not raise any objection or claims to the Indian Copyright Board with respect to the ownership of the Intellectual Property Rights, under the provisions of Sec on 19A of India's Copyright Act, 1957. It is further agreed between the Parties that notwithstanding the provisions of Sec on 19(4) of the Copyright Act, 1957, the assignment under this Agreement shall not lapse nor the rights transferred therein revert to the Intern, even if the Company does not exercise the rights under this Agreement within a period of one (1) year from the date the assignment becomes effective.

Confidentiality of Information

During your internship you may become aware of information relating to the business of Nolan, including but not limited to client lists, trade secrets, client details and pricing structures. Confidential information, including client lists, trade secrets, pricing structures and any and all documents created by you in the course of your internship remain the sole property of Nolan. You shall not, either during or after your internship, without the prior consent of Nolan directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

Jurisdiction

This contract is made in Bangalore, India.

Welcome and Acceptance

Nishmitha M, we would like to take this opportunity to welcome you to Nolan and wish you a long and rewarding start of career with us.

Yours sincerely,



Prateek Shukla
Co-Founder & CEO

I, **Nishmitha M**, accept the terms and conditions of this contract.



Signed: _____

Dated: _____16/07/2024_____



LEET EPM PRIVATE LIMITED

Dear Manoj Gowda,

On behalf of LEET EPM Private Limited, I am pleased to extend to you this offer of **Management Trainee**. If you accept this offer, you will begin your training with the Company on 22 Apr 2024 and will be expected to work 40 hours per week. As we discussed, your training will begin on 22 Apr 2024 and will end on or around 22 Jul 2024.

You will be paid Rs. 15,000.00 less all applicable taxes and withholdings, payable. As a trainee, you will be receiving "temporary employment" status. As a temporary employee, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, vacation or sick pay, paid holidays, or participation in the company's Benefits package.

However, your training with the Company is "at-will," which means that either you or the Company may terminate your training at any time, with or without cause and with or without notice.

During this period, either party may terminate the contract, by giving 2 weeks' notice. Acceptance of payment in lieu of the notice period shall be completely at the discretion of the company.

During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

We are very excited about the prospect of you joining our team and staff as a trainee at LEET EPM Private Limited.

My signature below indicates my acceptance of the offer as outlined above.

Manoj Gowda
Name

Manoj Gowda
Signature

12 Apr 2024

Date



Letter of Intent (LOI)

Superset ID: 5149449

Date: September 13, 2024

Dear Nitisha Singh,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the **GenC role** and your designation will be **Programmer Trainee** . Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of background verification. You will have an opportunity to do a Cognizant identified training program where you would be deployed into a formal training to a business specific skill track, and it will be used as basic towards your allocation to projects/roles.

Upon your successfully completion of background verification and being onboarded as a full-time employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 2,52,000/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

Upon joining as a full-time employee, you should successfully complete the Cognizant identified training program. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this LOI and full-time employment Offer letter.

Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID and Candidate ID and choose Category as Letter of Intent (LOI). <https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources



11th Apr 2024

Nishanth BM
Dayananda Sagar University,
Bengaluru - 560 068

Subject: Industries Internship

Dear Nishanth BM,

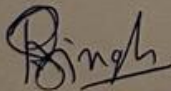
In reference to your application, we would like to congratulate you on being selected for an internship with Zieers Systems Pvt Ltd based at Bangalore. Your internship is scheduled to start effective 15th Apr 2024 for a period of 6 months. All of us at Zieers Systems Pvt Ltd are excited that you will be joining our team!

The project details and technology platform will be shared with you on or before the commencement of the internship.

As an intern, you will not be a company employee. Therefore, you will not receive a salary, wages, or other compensation. In addition, you will not be eligible for any benefits that the Company offers its employees, including, but not limited to, health benefits, holiday pay, vacation pay, sick leave, retirement benefits, or participation in the Company's plan. You understand that participation in the internship program is not an offer of employment, and successful completion of the internship does not entitle you to employment with the Company. During your internship, you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of the internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information. By accepting this offer, you agree that you will follow all of the Company's policies that apply to non-employee interns. Please indicate your acceptance of this offer by signing below and returning it to me. I hope that your internship with the Company will be successful and rewarding. If you have any questions, please do not hesitate to contact me.

Again, congratulations and we look forward to working with you.

Yours sincerely,
for Zieers Systems Pvt Ltd



Rajesh Kumar Singh
Director



ZIEERS Systems Pvt Ltd

08-Jul-2024

Ms. Meghana J Yadav
Bangalore, Karnataka, India,

Dear Ms. Meghana J Yadav,

Further to our offer and your acceptance thereof, we have pleasure in appointing you as **Executive at Bangalore-Madiwala -RKV-Grocery-BTS** effective **18-Jul-2024**.

Your annual total base pay will be **INR 4,00,000 (Rupees Four Lakh Only)**. Your compensation is mentioned in the attached Annexure-I.

In addition to the above, you will be eligible for **10%** of your total base pay as an annual performance bonus as per the Bonus plan's terms and conditions. The company will review its overall performance and your individual performance and will determine your bonus, if any.

Your Employment shall be "at will," meaning that either you or the Company shall be entitled to terminate your Employment at any time and in a manner specified below for any reason, with or without Cause. Any contrary representations that may have been made to you shall be superseded by this Agreement. This Agreement shall constitute the full and complete agreement between you and the Company on the "at-will" nature of your Employment, which may only be changed in an express written agreement signed by you and a duly authorized officer of the Company.

Your employment may be terminated at the instance of either party only by giving to the other party **1** calendar months' prior written notice provided that the Company may if it shall so choose pay **1** months' prior written notice or salary in lieu thereof.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by Flipkart or an appropriate third party, and the results of such background checks being favorable in Flipkart's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by Flipkart. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

You may be required to work from Monday to Friday or Monday to Saturday as per company policy applicable to your area of function, for such hours as are necessary to suit the Company's requirements and for the proper discharge of the Employee's duties. You may also be required to attend duties on Public Holidays as per the exigencies of work. However, the maximum number of working hours per week shall not exceed the provisions of the applicable law. In the event that you are required to work for more than 48 hours in a week, you shall be informed of the same by your immediate supervisor.

You represent and warrant to the Company that you are under no obligations or commitments, whether contractual or otherwise, that are materially inconsistent with your obligations under this Agreement. In connection with your Employment, you shall not use or disclose any trade secrets or other proprietary information or intellectual property in which you or any other person has any right, title or interest and your Employment will not infringe or violate the rights of any other person. You represent and warrant to the Company that you have returned all property and confidential information belonging to any prior employer, other than confidential information that has become generally known to the public or within the relevant trade industry.

You shall serve the Company in India in connection with the business either of the Company or one of the Associated Companies as the Company may at any time or from time to time direct. ("Associated

Companies” shall mean and include any and every Company in which at least 25% in the aggregate of the Ordinary Share Capital is for the time being held by or in the beneficial ownership of the Company and/or any of its associated companies)

You shall not have any claim whatever against the Company or any of its Associated Companies for any extra service, unless for such payment (if any) as may have been expressly agreed to in writing prior to such services being rendered.

During the employment period, if you are required to travel or stay outside your location specified above, you shall be entitled to reimbursement of reasonable expenses as per the travel policy of the Company, applicable from time to time.

You shall not, during the continuance of this engagement, be engaged, concerned, or interested directly or indirectly, in any other occupation, business or employment whatever without the previous consent in writing of the Company, but shall devote your time, attention and abilities exclusively to the performance of your duties hereunder and shall in all respects obey and conform to the Company’s orders and regulations, and well and faithfully serve the Company, and use best endeavors to promote the interests hereof, and of the business in which you shall for the time being be engaged. During such time as you may be engaged in connection with the business of any of the Associated Companies you shall at all times readily conform to obey and execute all lawful orders which may be issued to you by such Associated Company.

You shall not, unless directed by the company, either during the continuance of this engagement or thereafter disclose, divulge, or communicate to any person or persons whatsoever any information of a secret or confidential character relating to the trade or business of the Company or of the Associated Companies or to the strategies, plans, methods, process, appliances, machinery or plant used by them, or by any of them or to any activities or experiments made by them, or any of them, or by any persons in their employ, or relating to the prices paid or charged by, or the customers or suppliers of the Company or its Associated Companies.

All Intellectual Property rights in any work or material developed/co developed/conceptualized directly or indirectly by you during the course of your employment shall be considered ‘Works made for Hire’ under the Intellectual Property laws and shall belong to and be the property of the Company and you confirm and accept that you shall not be entitled to claim any rights over any such Intellectual Property. If required by the Company, during or after the Employment Period, you shall assign and transfer in favour of the Company or, at the request of the Company, in favour of any of its subsidiary, affiliate or customers, all Intellectual Property rights in such works or materials and shall execute such deeds and documents, as the Company may require, to effectually vest in the Company, any of its subsidiary, affiliate or customers as the Company may require, any and all Intellectual Property rights and benefits in such works or materials. In performance of your duties and responsibilities you shall not use or infringe any intellectual Property or rights of the Company or of any other third party/s.

You shall, at the request and cost of the Company, take all necessary steps to procure the granting of Letters of Patent in India and similar protection abroad in the Joint names of the Company and yourself in respect of such invention, and upon such Letters of Patent and/or similar protection being granted, shall, at the request and cost of the Company, execute all assignments, licenses, and other documents required by the Company to deal with the said Letters of Patent and/or similar protection in such manner as the Company may think fit. Should the Company so desire the said invention shall not be made the subject of Letters of Patent or similar protection, but shall be worked by the Company, and all or any of its Associated Companies as a secret process, and in such case you undertake not to disclose, divulge or communicate any information relating to such invention to any other person or persons whatsoever.

All the provisions hereinbefore contained regarding any invention or patent shall apply to any design which during the continuance of this Agreement, you shall become entitled to register, the registration thereof being deemed to be equivalent to the grant of Letters of Patent, and any other necessary changes being made.

If at any time hereafter it shall be agreed between the Company and yourself that an alteration shall be made in your salary, duties or place of employment, such alteration shall not affect the other terms of this Agreement, except as may be expressly agreed on.

You shall not do or indulge in any of the following, without the prior written consent of the Company:

(a) **Compete:** During the Employment Period and for a period of at least 6 (Six) months after the Employment Period, you shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of the Company nor engage in any activity that conflicts with your obligations to the Company;

(b) **Solicit Business:** During the Employment Period and for a period of at least two (2) years after the Employment Period, you shall not solicit, endeavor to solicit, influence or attempt to influence any client, existing or prospective customers or other person, directly or indirectly, to purchase his product in lieu of Company's products and/or services, to any person, firm, corporation, institution or other entity in competition with the business of the Company;

(c) **Solicit Personnel:** During the Employment Period and for a period of at least two (2) years after the Employment Period, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of or directly or indirectly offer services in any form or manner to himself or any person or entity which is a competitor of the Company.

You acknowledge and agree that the compensation stated in Annexure I of this appointment letter is sufficient consideration for you to agree to non-compete and non-solicitation

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom, you may be having official dealings.

You acknowledge and agree that violation of the covenants and obligations with respect to non-compete and non-solicitation as set forth above will cause the Company, irreparable injury. Therefore, you agree that the Company shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations. These injunctive remedies are cumulative and are in addition to any other rights and remedies that the Company may have against you as provided under laws.

You will have access to the employee portal which will have Company's Code of Conduct, Privacy Policy Guide, IT Usage Policy, Safety and Environment policy and other policies of the company. You are required to go through the same and understand them. You agree to abide by the principles set out in the document, breach of which, can have serious consequences including dismissal from service.

You will always maintain in good condition of the Company's assets, which may be entrusted to you for official use during the course of your employment and shall return all such assets to the Company prior to relinquishment of your charge to the person or department identified by the Company. Failing which the cost of the assets will be recovered from your Full and Final Settlement. Once the amount is recovered and you return the asset within seven (7) business days from the date of recovery, you may claim the amount back. You will not be able to claim/or offer to return the assets post the cut off of seven (7) business days from the date of the recovery.



If you are at any time found to be guilty of misconduct, commit any breach of this Agreement, or refuse or willfully neglect to perform to the satisfaction of the Company or any of the Associated Companies in connection with whose business you may be engaged all or any of the duties devolving upon you under this Agreement, the Company may at once, without any previous notice, terminate your appointment. Unless in case of earlier termination of this appointment due to a plausible cause, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

This Agreement and all of your rights and obligations hereunder are personal to you and may not be transferred or assigned by you at any time. The Company may assign its rights under this agreement to any entity that assumes the Company's obligations hereunder in connection with any sale or transfer of all or a substantial portion of the Company's assets to such entity.

No provision of this Agreement shall be modified, waived or discharged unless the modification, waiver or discharge is agreed to in writing and signed by you and by an authorized officer of the Company (other than you). Notwithstanding the above, in the event of a change in role, grades, promotions or other changes made in your employment and informed to you by the authorised officer of the Company, the applicable policies to such change in role, grades, promotion or other employment changes (for e.g. Notice Policy, Reimbursement Policy) shall apply to you from the effective date of such change. To that extent, such change in applicable policies will be considered an amendment of this Agreement and your continued employment will be constituted as agreement to applicable policies from time to time.

No waiver by either party of any breach of, or of compliance with, any condition or provision of this Agreement by the other party shall be considered a waiver of any other condition or provision or of the same condition or provision at another time.

The Company shall be entitled to make policies from time to time including but not limited to the matters/terms and conditions mentioned in this Offer Letter and may alter the policies anytime at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Offer Letter to that extent.

Flipkart



If you agree to these terms and conditions, may we request you to sign the copy of this letter in token of your acceptance.

Yours sincerely,

For InstaKart Services Private Limited

Richa Verma
Senior Director

I accept the above terms and conditions and shall abide by them.

Name: **Meghana J Yadav**

"This is an electronically generated document, hence will not be printed on letter head material."

InstaKart Services Private Limited

Buildings Alyssa, Begonia & Clover, Embassy Tech Village, Outer Ring Road, Devarabeesanahalli Village,
Bengaluru – 560103, Karnataka, India.

CIN : U74900KA2015PTC080778 | Ph : 080 – 6798 8250 | www.ekartcourier.com

Authenticated through
Leegality.com (Q3jCHBZ)
Meghana J Yadav
Date: Tue Jul 09 22:07:43 IST
2024

Annexure I

Annexure I: Your Rewards Summary

Name : Meghana J Yadav
 City : Bangalore, Karnataka, India

Compensation Structure	INR Annually
Total Base Pay (A)	4,00,000
Basic Salary	2,52,000
House Rent Allowance	1,26,000
Leave Travel Allowance	400
Provident Fund (Employer's Contribution)	21,600
Performance Bonus (B)	40,000
Total Cash Compensation (C = A+B)	4,40,000
Benefits Cost (D)	48,611
Insurance Cost	36,490
Gratuity	12,121
Cost To Company (E = C + D)	4,88,611
Your Rewards (E + G)	4,88,611

Note:

- Employer's Contribution to Provident Fund (maximum 12% on 1,80,000/- of Basic Salary per annum)
- Gratuity is at 4.81% of your Basic Salary and its payable on separation, subject to completion of 5 years of service in the company with the prevailing acts.
- Performance bonus is paid as per the terms and conditions of the company bonus plan.
- Any tax liability arising out of these allowances, perquisites and reimbursements will be borne by the employees.

**Anti-Corruption Screening Form**

(to be completed by in-scope applicants as defined in the Anti-Corruption HR Screening Plan, v.2020)

Notice to Applicants: The information collected herein is part of the application process, is being collected to determine if you have any conflicts of interest that may present a corruption risk or an appearance of improper influence for the position that you are applying for, and the Company reserves the right to ask for additional information beyond what is asked in this application. Furthermore, by completing this application, the applicant agrees that if subsequent developments cause the information reported herein to be no longer accurate or complete, the applicant will immediately notify the Company regarding a change in circumstances. By providing this information, the applicant certifies that the statements and information contained in this submittal are true, accurate, and complete. Any misrepresentation or concealment of information may result in the employment termination in accordance with market-specific policies.

The information collected on this form is used for recruiting and employment purposes.

1. Have you been employed by a Government Entity within the last two years, or are you currently employed by a Government Entity, or do you anticipate holding a government position/title within the next 12 months?

A Government Entity is any government department, agency, ministry, instrumentality, entity, political party, political campaign, state-owned enterprise, public international organization, recognized traditional or tribal council, or recognized traditional or royal family. In the case of political party candidacy or position, please state the office for which you are running or hold/held (ex. mayor), but do not identify the political party affiliation.

No

**Anti-Corruption Screening Form**

(to be completed by in-scope applicants as defined in the Anti-Corruption HR Screening Plan, v.2020)

Notice to Applicants: The information collected herein is part of the application process, is being collected to determine if you have any conflicts of interest that may present a corruption risk or an appearance of improper influence for the position that you are applying for, and the Company reserves the right to ask for additional information beyond what is asked in this application. Furthermore, by completing this application, the applicant agrees that if subsequent developments cause the information reported herein to be no longer accurate or complete, the applicant will immediately notify the Company regarding a change in circumstances. By providing this information, the applicant certifies that the statements and information contained in this submittal are true, accurate, and complete. Any misrepresentation or concealment of information may result in the employment termination in accordance with market-specific policies.

The information collected on this form is used for recruiting and employment purposes.

2. Do you have any family members who are Government Officials or are employed by a Government Entity?

Family members include parents, children, siblings, spouses, and spousal equivalents. A Government Official is: (i) any officer or employee of a Government Entity; (ii) any person acting in an official capacity for or on behalf of a Government Entity; or (iii) any candidate for a public office position or any person acting in an official capacity for or on behalf of the candidate; or (iv) any officer or employee of a private bank.

No

Applicant Name : Meghana J Yadav

Signature:

Date: 13th July 2024

FORM 'A'

To,
Yashwanth B
Bangalore

Dear Yashwanth B

We are pleased to forward to you, your Offer Letter, enclosed hereby and would like to formally welcome you to the growing family of IntelliPaat Software Solutions Private Limited.

We are sure that you have had sufficient opportunity to understand in detail your job role, the organization, etc. We would be glad to provide further clarification if you need any.

You are required to report for duty at our Bangalore office. The address and the contact number are as follows:

**Primeco Towers, Brigade Millenium Rd, Arakere Gate, Omkar Nagar, Arekere Bengaluru,
Karnataka 560076, India**

We are in the process of building an organization, where professionals would find full satisfaction in their challenging job roles and an interesting working environment. In this regard, we welcome your contributions too.

Kindly return the duplicate copy of the appointment letter, duly signed, as a token of your acceptance of the same. We look forward to a mutually beneficial and long-lasting relationship with you.

Yours truly,
IntelliPaat Software Solutions Private Limited



Bhargavi Narayan A S
Associate Vice President– Human Resources

Date: 13th July 2024

To,

Yashwanth B
Bangalore

Dear Yashwanth B
Subject: Offer Letter

As per the discussion we had during your interview and based on your performance in the same, you have been shortlisted, and we are pleased to appoint you at IntelliPaat Software Solutions Pvt. Ltd., on the following terms and conditions:

1) Designation:

Your designation will be **'Business Development Trainee'**

2) Compensation & Benefits:

- a) The Compensation & Benefits applicable to you is personal and should be treated with utmost confidence. This is not to be discussed or divulged to anybody else other than for statutory purposes.
- b) Your Annual Compensation will be Rs **9,00,000/-** (Rupees Nine Lakhs only) per annum. (The employee is eligible for Rs.1, **00,000/-** of insurance after 3 months of joining).
- c) Your compensation will be reviewed after the completion of **12 months** from the date of your joining.
- d) Your salary and its components, incentives, performance bonus, sign-on bonus, monetary or non-monetary benefits, and/or any other statutory benefits and deductions will be governed by the company's policies/procedures, taxation policies, and statutory guidelines that are applicable from time to time.

3) Effective Date of Joining:

- a) You are requested to report for duty on **July 15th, 2024**. Your appointment will come into effect from your date of joining.

4) **Notice Period:**

Subject to any other agreement between you and the company:

- a) The probation period is of 4 months.
- b) Your employment is terminable by Intellipaate without giving notice in writing in the probation period.
- c) You need to serve **2 months** of notice period without fail, or else the management of Intellipaate can hold your salary/experience letter/relieving letter after joining
- d) The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on gross salary.
- e) In the event of any breach of the terms and conditions stated in the Services Conditions and/or Non- Disclosure Agreement or any act amounting to misconduct, your services will be liable to be terminated without any notice or payment in lieu.

5) **Service Conditions and Non-Disclosure Agreement:**

- a) Your services will be governed by additional terms and conditions as explained in the Service Conditions and Nondisclosure Agreement.
- b) These terms and conditions, in the Service Conditions and Non-Disclosure Agreement, are subject to statutory requirements and the company policy.

Note:

- Number of working days is **6 days** in a week.
- Minimum working duration must be **9 hours** including one-hour lunch/dinner break.
- Your incentives will be calculated on a **Monthly** basis.
- On achievement of the incentives, it will be disbursed only on the following month.
- Your first Month salary(30Days)will be on hold and it will be released along with your fourth month salary.
- No leaves would be allowed during 1st month of your employment (allowed only if it is genuine). If you are taking leaves we would be requiring supporting and admissible documents for the same
- Failing to do the same organization can be liable to take action against your employment
- As per your KPI, you will be expected to have a minimum of 3 hours of call time. Failing to meet your KPI, will automatically fall into absenteeism.

Yours truly,
For Intellipaate Software Solutions Private Limited



Bhargavi Narayan A S
Associate Vice President- Human Resources

I, agree to accept the terms and conditions mentioned above and also those in the Service Conditions, and Non-Disclosure Agreement documents enclosed with this letter.

Name: Yashwanth B.
Signature: Yashwanth B.

Place: Malur.
Date: 13/07/24.



IntelliPaat
Software Solutions Pvt. Ltd.

Annexure 1
Name : Yashwanth B

Particulars	First Six Months	After Six Months	Annual Salary
Basic	15,100	20,834	2,50,002
HRA	6,040	8,333	1,00,001
LTA Allowances	2,500	4,167	50,000
Special Allowances	634	7,331	87,976
Gratuity	726	1,002	12,025
Performance Incentive	30,000	33,333	4,00,000
CTC	55,000	75,000	9,00,004
<u>Less: Deductions</u>			
Gratuity	726	1,002	12,025
Professional Tax	200	200	2,400
Net Amount (In Hand) Excluding Incentive	24,074	40,465	4,85,579

Documents required during Joining.

1. **ID Proof:** Copy of Aadhar card/Passport/Pan card/Voter ID card/Other Government Photo ID card.
2. **Address Proof:** Copy of driving license/Passport/Voters ID/Lease Agreement/Ration Card
3. **Employment Verification Documents**
 - a) Copy of current employer's Appointment/Confirmation/Appraisal Letter.
 - b) Copy of current employer's Relieving and Work Experience Letter.
 - c) Copy of last 3 months' Salary Slip / Certificate.
4. **Other Documents:**
 - a) Passport Size Photographs (3).
 - b) Copy of PAN Card.
 - c) Copies of all Academic & Training Certificates.

Kindly carry your Signed Offer letter along with a passport size photograph pasted on the offer letter on the day of joining.

Yours truly,
For IntelliPaat Software Solutions Private Limited



Bhargavi Narayan A S
Associate Vice President– Human Resources

OFFER LETTER

03-08-2024

Dear **Navaneeth Kumar B**, NoBroker is a real estate portal which eliminates brokers from the real estate transactions and currently deals with residential rental niche with plans of expanding to other niches in real estate and businesses which involves middlemen transactions.

As we continue to grow, we are looking for likeminded people who can join our team and follow the leadership and be part of our culture of innovation

Further to our discussion, we are pleased to invite you to join our team **Builder Channel** as an **Sales Champion L-2** based out of Bengaluru, Bengaluru, Karnataka, India.

Your scope of responsibilities will be as briefed to you during your conversation with our team and in addition to that all other duties assigned to you by your Manager. In accepting this offer of employment, you will be required to perform all duties assigned to you with due care and diligence and in compliance with company norms. You are expected to devote all your time and effort in performing assigned duties during the business hours and reasonable additional hours as it may be necessary for business.

COMPENSATION & BENEFITS

You are entitled to a fixed compensation of **INR 6,14,684** /- per annum.

The details of your compensation structure and other benefits are outlined in Annexure. Performance pay will be payable as per the company's internal policies.

The compensation shall be subject to taxes and the Company may withhold therefrom any amounts as are required to be withheld pursuant to applicable law.

POLICIES AND PROCEDURES

You are required to comply with all NoBroker policies and procedures as they may be amended or added to from time to time.

LEAVE

You will be entitled to 22 days leave per annum on a prorated basis. Please note that the leaves policy is subject to change based on applicable laws and management discretion from time to time..



OTHER ENGAGEMENTS

You are not allowed to work either full time, part-time or in advisory, consultant, associate or any other role with any company, organization or any kind of freelance work till the time you are employed with the Company. You need to take specific approval in writing from your manager before being associated or contributing to any forums, groups, projects or non-profit seeking bodies.

TERMINATION

Your employment may be terminated by the Company giving one (1) months' notice or one (1) month's pay in lieu of notice. In case the employee resigns/ give notice for termination of employment, he/she shall give one (1) months' notice or one (1) month's pay in lieu of notice to the Company. Further, the Company at their sole discretion may relieve the employee before the expiry of the notice period without any financial liability or commitment to allow them to continue in service till the end of the notice period. Your probation period will be three (3) months from the date of joining. During the probation period, the Company may terminate your employment by giving seven (7) days' notice or salary in lieu of such notice or Employee can terminate by giving One (1) Months' notice or salary in lieu of such notice. The company may terminate your employment without notice/ without pay in lieu of notice if you willfully disobey a lawful and reasonable instruction or direction, commit an act of misconduct, including but not limited to, fraud or dishonesty, or are habitually negligent in your duties.

RETURN OF COMPANY PROPERTY

On termination of your employment, for any reason, you must immediately return to the company all company property and all documents and items relating to the company's business. This includes, but is not limited to, any car, equipment, papers, keys, reports, computers, information and programs, records and documents and other information in whatever form, relating in any way to the company. Company is entitled to deduct or set off any amount owing to you on termination for the value of any property not returned, or amounts owing to company.

Any damage/loss/theft to company property issues to you, not limited to a laptop will have to borne by employee subjected to review by management.

NON-COMPETE & NON-SOLICITATION OBLIGATIONS

A. The Employee acknowledges that he/she, during his/her employment with the Group may obtain access to Confidential Information and have dealings with the customers and suppliers of the Group. The Employee acknowledges the breadth of the covenants under this Clause and acknowledges that he/she has various other skill sets which, if deployed by him/her after he/she ceases to be an employee of or ceases to be associated with the Group would be sufficient to be gainfully employed without having to compete with the Group. The Employee undertakes that he/she shall not, during the Non-Compete Period anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise commence, engage or be concerned in any business that competes with the whole or any part of any of the



current or proposed business of the Group except on behalf of the Group, canvass or solicits business of a type similar to those being dealt in, or for services similar to those being provided by the Group from any Person;

B. induce or attempt to induce any customer/client of the Group to cease to be a customer/client, or otherwise interfere with the relationship between such a customer/client and the Group (save and except actions taken during the course of his/her employment in what he/she believes to be, in the Group's interest);

C. induce or attempt to induce any director of the Company, senior management personnel or key employee of the Company to leave the employment of the Company.

D. During the Non-Compete Period, the Employee shall not anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office-bearer or agent or in any other manner whatsoever, whether for profit or otherwise;

E. solicit any Person then engaged by the Group as an employee, full-time equivalent, officer, consultant, contractor or director or so engaged within the preceding 12 (twelve) month period ("**Existing Employee**") to leave the employment of the Group, and shall use its best efforts to prevent any of its related entities or Persons from taking any such action;

F. disclose to any third party the names, backgrounds or qualifications of any the Existing Employees or otherwise identify them as potential candidates for employment. G. approach, recruit or otherwise solicit Existing Employees to work for any other employer.

H. persuade any Person which is a vendor/consultant of the Group, to cease doing business or to reduce the amount of business which any such Person has customarily done or might propose doing with the Group.

I. The covenants in this Clause and the time and other limitations with respect thereto are reasonable as to duration and subject matter, properly required for the adequate protection of the value and goodwill of the Group and such limitations are reasonable with respect to the activities of the Group.

J. It is the intention of the Parties that the provisions of this Clause shall be enforced to the fullest extent permissible under the applicable law, but that the unenforceability (or the modification to conform with such applicable Laws) of any provision hereof shall not render unenforceable or impair the remainder of this Clause. If any provision of this Clause shall be determined to be invalid or unenforceable, either in whole or in part, this Clause shall be deemed to be amended or modified, as necessary, the offending provision and to alter the remaining provisions of this Clause to the extent necessary to render the same valid and enforceable to the fullest extent permissible.

K. Nothing herein contained shall affect the Employee's non-competition and non-solicitation obligations set forth in the Transaction Document. The obligations are independent of each other and shall bind the Employee independently.



CONFIDENTIALITY

The Employee shall not, whether during his/her employment with the Group or after the termination of his/her employment, for any reason, directly or indirectly, use for himself/herself or use for or disclose to any Person any Confidential Information other than for the benefit of Group and in the course of performing his duties and responsibilities.

A. Without prejudice to the generality of the foregoing, the Employee shall:

a. keep confidential the Confidential Information and not disclose the same to any third party or use the same for the Employee's benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by the Agreement or except with the prior written consent of the Company.

b. protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorized use. c. not reproduce in any form the Confidential Information except with the prior written consent of the Company.

B. The confidentiality obligations under the Agreement shall not prevent the Employee from disclosing the same if required by law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that the Employee gives the Company notice of such intended disclosure and an opportunity to oppose the same.

C. The Employee confirms that all Confidential Information shall remain the sole and absolute property of the Group or any third party, as applicable. The Employee shall, at the time of leaving the services of the Company, return all Confidential Information and other Company property, which he/she is in possession of.

D. The obligations under this Clause 5 shall survive the termination of the Agreement and shall survive so long as such information remains confidential. The Employee also acknowledges that use of the Confidential Information contrary to the provisions of the Agreement constitutes, among other things, criminal breach of trust in terms of the provisions of the Indian Penal Code, 1860.

E. The provisions of the Agreement for the protection of Confidential Information shall apply notwithstanding that the Employee has unauthorized or inadvertently obtained access to or otherwise come into possession of such Confidential Information.

F. In order to secure or preserve Confidential Information, the Company shall have the right at all times to deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.



Your date of Joining is 05-08-2024.

We look forward for your acceptance of this offer to begin your most exciting journey ahead.

Best Regards,

HR Team

NoBroker Technologies Solutions Pvt. Ltd.

Note - This is a system-generated letter and does not require a signature.

Acceptance:

I, **Navaneeth Kumar B**, have read, understood, and accept this offer of employment, as set forth above.

Signature: Navaneeth Date: 05-08-2024



ANNEXURE

Remuneration Structure (In INR)

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	2,04,000	17,000
HRA	81,600	6,800
Special Allowance	1,17,672	9,806
Employer PF	21,600	1,800
Fixed Pay	4,24,872	35,406
Performance Bonus	1,80,000	15,000
Gratuity	9,812	818
Total CTC	6,14,684	51,224

* You will also be eligible for Medical Insurance under company's group medical insurance policy, details of the policy will be shared with you separately.

** Please note that above mentioned Fixed Pay includes a fixed deduction for employer & employee contribution to PF (INR 3600/-), Professional Tax & Income tax, if applicable.

** Gratuity will be payable in line with the statutory provisions, upon separation from the Company, subject to completion of a minimum of five years of employment with the Company.



1 March, 2024

Yashwanth B**Dayananda Sagar College of Engineering****Subject:** Offer letter for the position of **Business Development Trainee.**

Dear Yashwanth ,

Congratulations! After your successful interview with Kalvium, we are pleased to offer you the position of **Business Development Trainee** in our organization. We believe your skills and experience are an excellent match for our company. You will be joining our team in Kalvium's Bengaluru office and reporting to the **Team Lead**.

We are confident that you will uphold the values outlined in Annexure-I, contributing to our continued success. We look forward to a successful partnership with you.

During the training period, you will receive a consideration of **INR 20,000/month**. The consideration provided is subject to the applicable TDS deduction. Post 3 months from your date of joining and contingent on a successful performance review, you will be offered the Business Development Associate opportunity and your compensation will include an annual cost to the company (CTC) of **Rs.5,00,000**. This will include the fixed component of **4 LPA** and the incentive component of **1 LPA**. Tax deductions may apply to your salary and other cash benefits, as per applicable tax laws. Your employment is subject to the terms and conditions detailed in Annexure-II.

If you have any questions or require further clarification, please do not hesitate to reach out. Please note at Kalvium we follow a BYOD (Bring Your Own Device) policy, and hence you will be required to use your own laptop / PC.

Please confirm your acceptance of this letter by signing and returning this letter via email at po@kalvium.com.

Reporting Location: Kalvium, Olsen Spaces, Site no 41/41A, 12th main road, HSR layout Sector 6, Bengaluru - 560102

Best,
For Kalvium



Vignesh Manickam
People Partner

TDS - Tax Deduction at Source must be deducted at source as per the provisions of the IT Act, 1961 when the total stipend payable to the consultant in a financial year exceeds INR 30,000. TDS (10% of the pay) deducted at the time of payment will be reflected in your PAN-linked Income Tax account, which can be claimed at the time of your IT filing if your overall income in the financial year is within the tax exemption limits.

ANNEXURE- I

About Kalvium

Undergraduate education is where careers begin. UG degree programs are supposed to skill students personally and professionally and make them industry-ready. But, they are miserably failing. As a start to solving this problem, Kalvium is completely reimagining technology degree programs. By leveraging technology and a well-rounded curriculum, Kalvium aims to nurture future CTOs, CEOs, and Tech Entrepreneurs of the world.

To achieve such a daunting goal, a shared value system is crucial. These are the collective values that guide us and define how we behave at work:

We want to make the world's education more relevant & engaging.



We respect and trust each other. We disagree with candour and courtesy



We obsess on student experience & outcomes above all



We embrace extreme ownership, championing outcomes not just tasks.



We learn continuously and seek discovery.



We improve things regularly, rather than chase perfection

ANNEXURE- II

Employment Terms and Conditions

This Appendix comprises the terms and conditions of the internship as agreed between Kalvi Career Education Pvt. Ltd, a company incorporated and registered under the provisions of the Company's Act 2013 and having its registered office at C258, Prestige Palm s, ECC Road, Whitefield, Bengaluru - 560066 (known as and referred to as "Kalvium" for all purposes and intents) and the Intern who has been appointed as per this Appointment Letter.

1. General policies and guidelines: You will be governed by all company policies and rules without limitation that are applicable, enforced, or altered and as may be communicated to you from time to time through email or printed material during your internship with Kalvium. You are expected to carefully read, and keep yourself abreast of, these policies and rules. For any clarification on policies and rules, please feel free to get in touch with the People Partner.

2. Work Standards and Ethics: You will be expected to discharge the duties assigned to you from time to time with due diligence, integrity, and responsibility to the entire satisfaction of the management and also maintain a high standard of work expected of you.

3. Probation: You will be on probation for a period of 3 months from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at the sole discretion of the management and you will be deemed to be confirmed if your probation has not been extended via an email or letter. .

4. Work Mode and Timings: We, at Kalvium, strive to maintain a work-life balance for all our members and follow an office time between 11.30 AM to 8.30 PM, Monday to Saturday. We value efficiency and quality of deliverables above the amount of time spent at work. While the hours are defined, team members are generally expected to be available and responsive during their specified timings on working days (or any other time window specified by the reporting manager) to sync up effectively with teammates. It is also expected that team members are present for client, internal and all-hands meetings, as and when decided by stakeholders. Kalvium has different modes of work depending on roles and expectations. Your mode of work is in-campus. Please note that the mode of work proposed could change at a later point, depending on business objectives.

5. Material breach: In the event, you are in material breach of your duties and obligations, or commit a breach of trust, gross indiscipline or misconduct, financial irregularities, breach of confidentiality/non-disclosure, refusal to carry out reasonable instruction and the like, or commit a breach of Kalvium policies or any of the terms and conditions set forth herein, Kalvium reserves the right to immediately terminate you from your services without any notice or payment in lieu thereof. Kalvium further reserves the right to other legal recourse as it deems fit to protect its legitimate interests.

6. Unauthorized absence: You will be expected to pre-approve your leaves before taking them. Any unauthorized absence will be treated as Leave Without Pay automatically and a formal enquiry will be initiated leading to disciplinary action. Multiple such instances and/or long periods of unauthorized absences will be liable for termination without any notice or payment in lieu thereof.

7. Transfers: At any time during the period of appointment, you can be transferred in such other capacity that the company may determine, to any other Department/ Branch/ Establishment/ Location or any other Company under the same management without adversely affecting your emoluments and general condition of service.

8. Exclusivity: Your appointment in the company is full-time upon completion of the training and internship and you will be expected to devote yourself exclusively to the business of the company. You will not engage yourself in any other gainful employment or business (part-time or full-time) as long as you

are associated with the company. Any action contrary to this will be considered a material breach of this agreement.

9. Confidentiality: You will not divulge or make any information public related to any aspect of the company to anyone not employed by the company. You will not reproduce, store in a retrieval system or transmit in any form or by any means – electronic, mechanical, photocopying, recording, scanning, or otherwise – any copyrighted material or confidential information, for your benefit or any third party, either during the term of your internship or thereafter. You will not divulge your compensation details to other employees at Kalvium. You will be required to return all documents and property (including copies thereof) belonging to Kalvium or belonging to its clients or any of Kalvium's associates or branches before your last working day to obtain release. You are also specifically restrained from keeping copies or extracts of any Kalvium's material with you, after the last day of your association. Upon termination of your association with Kalvium, you will surrender to Kalvium, all such Confidential Information including without limitation- data, information, files, books magazines, reports, documents, manuals, audio and video, and any other knowledge database given to you in the course of your association and shall not retain any copy thereof in any form whatsoever.

10. Intellectual property rights: You acknowledge and agree that the intellectual property rights of all existing and future materials, information, and technology of any nature created by you during your association, either singly or jointly with other people, are the exclusive properties of Kalvium with unfettered rights for utilization or disposal of the same. You also acknowledge and agree that Kalvium can use or adapt such material to which you have contributed, in any manner and without expressly acknowledging your contribution. Any work or research you create or perform that results from or is suggested by the work that you do on behalf of Kalvium during your association with Kalvium shall be considered a "work made for hire" and shall be the sole and exclusive property of Kalvium. You hereby grant and assign to Kalvium all rights, title, and interest in any intellectual property that you develop while you are associated with Kalvium and waive any rights therein.

11. Declaration of no conflict of interest: You confirm that as of your date of joining, you do NOT have any business, professional or other interests that may be conflicting with the activities or business interests of Kalvium.

12. Non-solicitation: During the period of your association with Kalvium and for one year after the termination of your internship with Kalvium for any reason, directly or indirectly, recruit, solicit, or otherwise induce or attempt to induce any employee of Kalvium to leave the employment of Kalvium, nor hire any such employee at any enterprise with which you are then affiliated.

13. Jurisdiction: Any disputes arising out of this contract will be settled in the court of law under Bangalore's jurisdiction.

ACCEPTANCE OF OFFER

I hereby confirm that I accept the offer at Kalvium along with all its terms and conditions.

Yashwanth B.

Yashwanth B
Date: 01/03/24.

02nd August 2024

To,

Mr. Rahul Soni

Bengaluru, Karnataka

Private and Confidential

Dear Rahul Soni,

With reference to your discussions with us, we are pleased to offer you the position of “**MERN Stack Developer**”- Bengaluru in our organization Growth Hacker Consulting Pvt Ltd (Prodoc). Your total compensation will be **INR 5,50,000/-** per annum. The details of the break up are provided in **Annexure 1**.

1) In addition to the above, you will be entitled to the following benefit: A comprehensive Medical Insurance Plan after completing the probation period.

2) Third Party Employment/Consultancy: You will not engage in trade or profession or undertake any employment which is full or part time while you are in the service of the company.

3) Location: You will join us at our Bangalore Division; however, the company reserves the right to transfer you to any of our offices, whether in existence now or to be set up hereafter.

4) Non-Disclosure Agreement - As per the company policy, you would be required to sign a standard non-disclosure agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Growth Hacker Consulting Pvt Ltd ethics and No-Conflict-of-interest policy.

5) During your employment with the company you will agree to work on any project that you are assigned to, irrespective of technical / skills and the nature of the projects if necessary.

6) Probation: You will be in Probation for 6 months, your confirmation relies on your performance and may delay if your performance is not satisfactory. You're allowed only one leave per month during this period.

7) Notice Period- Your employment with Growth Hacker Consulting Pvt. Ltd may be terminated by giving four weeks' notice on either side. However, your relieving shall be based on your ongoing activities being successfully completed and handed over to the satisfaction of Growth Hacker Consulting Pvt. Ltd. During the probation period, the notice period will be two weeks.

8) Should you remain absent from work without any reasonable explanation, for more than ten (10) days, it will be assumed that you are no longer interested in working for the company and have abandoned its service, thereby terminating your contract of service. In such a case, you will not be entitled to any statutory compensation.

9) Termination from Service - The Company shall have the right to terminate your service without notice, if the information given by you at the time of interview or in the application is found to be incorrect or in case of any serious misconduct.

In any event that you leave our employment within 6 months, you will fully reimburse the Training Expenses which is 40% of your monthly cost to the company.

10) Confidentiality: The compensation information is company confidential. We request you to use discretion in handling your compensation – related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

11 Notice of Change - Any change in your personal information including residential address, marital status and educational qualifications should be notified to the company in writing within 3 days of the change.

12) Governing Law - The terms and conditions as stipulated above shall be interpreted in accordance with the laws of India. In event of any dispute, the parties shall submit to the exclusive jurisdiction of the courts of Bengaluru (India).

13) You are requested to produce copies of educational certificates, previous employment income details and other documents as specified in joining checklist in **Annexure 2**

14) You are requested to sign and return the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Looking forward to your joining the Family.

Yours sincerely,



Asit Kumar Vidyarthi
Founder & CEO
Growth Hacker Consulting Pvt Ltd

Acknowledgement of the Individual

I _____ have read and agree to the terms and conditions of employment mentioned above and accept the letter of employment.

Place:

Date of Joining: 2nd Sep. 2024

Signature

Annexure 1

Rahul Soni		
	Per Month	Per Annum
Basic	16255	195060
Medical Allowance	1250	15000
Statutory Bonus	1355	16260
Conveyance	1600	19200
Special Allowance	10740	128880
PF (Employer)	1800	21600
ESI (Employer)	0	0
Gross	33000	396000
PF (Employee)	1800	21600
ESI (Employee)	0	0
PT	200	0
TDS(If Applicable)	0	0
Net Pay (Gross-ER Share)	29200	350400
Variable		
Incentive Quarterly	6000	72000
Annual Bonus	6000	72000
Claim Benefits		
Medical Claim	833.34	10000
Total CTC	45833	550000

Note:

- All the above amounts are Annual and INR.
- Personal Income Tax: All your personal income taxes will be your personal responsibility. Company will deduct TDS as per government of India, income tax regulatory guidelines.
- Quarterly incentives are available for reaching 100% of the quarterly target.
- Annual Bonus is performance based and will be paid on 1st of July every year on a pro-rata basis, and you will be eligible for the bonus after completing one year of service.
- The annual bonus will be paid based on the following breakdown upon achieving the annual target:
 - Below 70%: No bonus.
 - 70-80%: 50% bonus.
 - 81-90%: 75% bonus.
 - 91-100%: 100% bonus.
 - Above 120%: 125% bonus.

Annexure 2**Joining Checklist**

1. 2 Passport size photos
2. Copy of Aadhar Card
3. Copy of PAN Card
4. Signed copy of the Offer Letter
5. Educational Certificates & consolidated mark sheets
6. Relieving Letter and Experience Certificate of previous employments (if applicable)
7. Last Salary slip and Appointment/Revision Letter of previous employments (if applicable)
8. Resignation Acceptance Letter from Previous Employer (if applicable)
9. Form 16 of the previous financial year
10. Completed Personal Data Form (will be shared separately)

All the above documents can be mailed to hr@prodoc.io and a physical copy submitted in Office.



20th May 2024

Vaishnavi K

Bangalore

Sub: **Internship**

Dear **Vaishnavi K**,

On behalf of the **Testsigma Software Technologies Private Limited**. We would like to inform you that you are being accepted as one of our interns. We are pleased to inform you that you have been qualified as per the requirements for the internship. You will be working with our Support team.

This position will pay 15,000 Per month as a stipend for 6 months ,upon successful completion of the internship based on your performance you may be confirmed as a full time employee and offered 3 LPA , Changes to this agreement may only be made in writing.

By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Testsigma . Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company.

Reporting date & time: 22nd May 2024 , 10 AM

Reporting Manager: Pratheep V

Internship Duration: 06 Months from the start date

For Testsigma Software Technologies.



Rukmangada Kandyala | CEO

I agree and acknowledge that I have read, understood and accept this offer and the terms and conditions contained herein.

Name: **Vaishnavi K**

Date :



INTERNSHIP OFFER LETTER

DATE : 08/04/2024

Mr. P N Vishnu

At **Course Connect**, we are offering you an internship, you shall bear the title of **PHP Developer Intern** during this internship. This internship commences on **11/04/2024**. It is a paid internship opportunity and shall come to a culmination on **11/07/2024**.

Remuneration and Entitlements

Your compensation is going to be monthly rate of **10,000/-** and which includes hands-on experience in Web Development, opportunity to learn from industry professionals and gain valuable skills and technologies, opportunity to network with professionals in the field. Your work schedule is **Monday - Saturday** from **09:00a.m. to 06:00p.m.** Post internship you will be promoted as a PHP Developer which is completely based on your performance and your CTC will also be revised according to the same.

Probation

The Company shall employ you on a probation for a minimum period of **90 days** (3) months ("**Probation Period**") based on your performance during the internship. The Company, at its own discretion shall effectuate a formal review of your performance after the completion of Probation Period, the outcome of which shall form the basis for you to be granted a continuous employment agreement with the Company.

Performance

The nature of your work is performance-based. You will be given a performance targets per month and meeting those targets are mandatory. In case if you fail to meet the target then it will be considered as under performance and you are liable for disciplinary or administrative action for this under-performance. A repeated under- performance can become a cause for the termination of your services.



Miscellaneous

You shall keep this letter and its contents, strictly confidential, and comply with all the provisions hereof at all times.

As an employee, you agree to serve faithfully, diligently and to the best of your skill and ability. You will be exposed to, have access to and be engaged in the development of confidential and/or non-public information (including all tangible and intangible manifestations), either directly or indirectly, in writing, orally or otherwise, by and from the Company regarding the business, products, services, personnel, business plans, financial, technical and other information related to the operations of the Company, employees, other advisors, confidential knowledge, data or any other proprietary information of the Company (collectively, “**Proprietary Information**”). During the term of your engagement with the Company and thereafter, you shall keep this Proprietary Information in confidence and not reproduce, use or disclose any Proprietary Information or anything related to such information without our prior written consent, except as required in the ordinary course of being an employee of the Company. All Proprietary Information, whether presently existing or developed in the future, is the sole property of the Company and its assigns.

Amendment

This letter may not be modified or amended except by a written agreement signed by both of us. Please sign **Acceptance Acknowledgement** appended hereto as a mark of your understanding and acceptance to this Appointment Letter and terms hereof. Upon acceptance, you are requested to share the documents as listed above (*Documentation*) at hr@courseconnect.in

We take this opportunity to WELCOME you to the **Course Connect Family** and wish you a successful and satiated career with us!

Warmest Regards,

For and on behalf of **Course Connect**

Yuvaraj Shet

Name: Yuvaraj Shet
Designation: Director



ACCEPTANCE ACKNOWLEDGEMENT:

I _____, son/daughter of _____, am a citizen of _____ PAN/Passport No. _____, and hereby acknowledge that I have read and understood and agree to all the terms of this Offer Letter as well.

I hereby further declare and confirm that I have accepted the Company's employment offer without any reservations whatsoever. I also confirm that I have voluntarily offered my services to the Company and that neither the Company nor any of its officers or employees has solicited my services by persuading me to terminate any other contract of employment or other engagement.

Name: _____

Date of Acceptance: _____



GRANTLEY
EDUTECH PRIVATE LIMITED

CIN: U85500KA2023PTC181328



+91 7989713387



admin@grantleyedu.in

18/07/2024

Dear Yashwanth B

We are pleased to offer you a **3-month internship** with Grantley Edutech Private Limited. "At-will basis" which can be extended. Please find the following confirmation of your internship:

Joining Date: **23/07/2024**

Training Date: **24/07/2024** to **02/08/2024**

Internship Start Date: **03/08/2024**.

Internship End Date: **03/11/2024**.

Your job title will be "**Business Development Intern**". Your scope of responsibilities will include those for which you are engaged as well as any other duties given to you by your reporting manager from time to time. By accepting this internship offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management terms. You are also required to substantially use all your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

You will be eligible for a stipend of INR ₹18,000 per month and INR ₹12,500 as incentives for the period based on performance with statutory deductions as per the company policies & and performance. As an intern, you will not receive any of the employee benefits that regular employees receive. **During the internship period, the company will have all the rights to terminate your services with valid reason**



GRANTLEY
EDUTECH PRIVATE LIMITED

CIN: U85500KA2023PTC181328

+91 7989713387

admin@grantleyedu.in

and you are required to give 15 day's notice should you wish to terminate your internship before the end of your tenure.

By accepting this offer of Internship, you acknowledge that you will keep all this information strictly confidential and refrain from using it for your purpose or from disclosing it to anyone outside of the Company. In addition, you agree that, upon conclusion of your tenure, you will immediately return to the Company all its property, equipment, and documents including electronically stored information. By accepting this internship offer letter, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the company email of your manager only.**

To indicate your acceptance, please mail the signed and scanned soft copy of the training Offer Letter and the documents as mentioned below to <hr@grantleyedu.in> within **two working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **GRANTLEY if we do not receive your acceptance as per the mentioned timeline.**



GRANTLEY
EDUTECH PRIVATE LIMITED

CIN: U85500KA2023PTC181328

+91 7989713387

admin@grantleyedu.in

NOTE: After completion of the internship your package will be from 4.5 - 6.0 Lakhs+ Incentives based upon your internship performance.

Working Hours: 8 Hours/day

Job Type: Full-Time Internship

Monthly Target: ₹ 1,25,000/ - **Location:** Bangalore Acceptance of the Candidate: Job Type Full-Time Internship Location Bangalore.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Grantley, and will report on the mentioned training date.

SIGNATURE: _____

(Candidate's Signature) With

Regards,

**MuraliKrishna, HR Head,
Grantley Edutech Pvt Ltd.**

DATE:



GRANTLEY
EDUTECH PRIVATE LIMITED

CIN: U85500KA2023PTC181328

+91 7989713387

admin@grantleyedu.in

Annexure-1

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination• 12th standard or equivalent examination• Graduation• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	Color Scanned Copy of your Photographs
3.	Scanned Copy of Aadhaar Card, Voter ID or Driving License.
4.	PAN Card, Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Privileged and Confidential

16 September 2024

Shruthi S Patil

Bangalore

Dear **Shruthi S Patil**

1) We are pleased to offer you the position of **Sr Cybersecurity Specialist - India** in Level 2 at Target Corporation India Private Limited ("Target India/ Company"). Working here means not only being a part of a Fortune 50 company and one of America's leading retailers - it's a chance to care for and invest in our communities. Here, we value people, nurture relationships, and create equitable growth opportunities for all. It's how we care, grow, and win together as one Target team. As agreed, you will join Target India on **07/10/2024**

Please review Offer letter and respond with a written confirmation/acceptance within 5 working days beyond which Target India will have the option to withdraw the offer. Please note that this offer is contingent upon your ability to join on the mutually agreed Joining Date. In the event you are unable to join on or earlier than the Joining Date Target India will have the option to withdraw this offer. Your offer and employment with Target India is subject and contingent upon the successful completion of the background verification checks to the satisfaction of Target India.

Your projected gross annual compensation, on a **Cost to Company Basis (CTC)** is Rs. **₹371,290/- based on the following:**

- Your **Total Fixed Compensation** is Rs. **₹3,47,000.00**
- For those team members whose basic is less than the defined bonus calculation ceiling as stipulated under law, we wish to bring to your notice that the "Special Allowance" portion of your CTC also includes a statutory bonus as per the requirement of the "Payment of Bonus Act, 1965". The statutory bonus component will reflect as a separate item in your pay slip.
- Target India shall contribute a stipulated amount towards the Employees Provident Fund ("EPF"). The statutory deduction is calculated based on the basic salary threshold mandated under the law.
 - i) If your basic salary is below the threshold as stipulated under law, Target India shall calculate contributions to EPF on the threshold. If the basic salary exceeds the threshold as stipulated under law, Target India shall calculate contributions on the basic pay per month, towards EPF.
 - ii) If you hold International Worker status, the statutory contribution towards EPF is calculated on the sum total of basic salary and special allowance.
- Your Short Term Incentive (STI) Plan percent for the current fiscal year is **7%** (Rs. **₹24,290.00**) of your annual base salary. This is based on a Corporate Performance Score of 100%. However, your actual STI payout will vary based on both company and individual performance.
- STI payouts are prorated for any pay changes during the year and based on the number of days during the fiscal year a team member is in an incentive eligible position.
- To be eligible to receive the STI payout you must be employed by Target India on the date of payment of the STI. Please note that if you are not employed by Target India on the date of the STI payout in a given fiscal year, you will not be eligible to receive the STI payout for that year.

2) Your gross compensation will be subject to applicable deduction of taxes at source in compliance with prevailing income tax regulations, and other statutory deductions. The detailed break-up of the compensation offered to you is outlined in **Annexure 'A'** to this letter. In addition to your compensation, you will be eligible for benefits in accordance with the prevailing Target India benefit policies.

3) Target India's compensation programs are industry competitive and are designed to reward and recognize performance. As a Target India team member, you will receive regular reviews and may receive a base pay increase based on your performance. Please note that as a new hire at Target India, your eligibility for incentives will be pro-rated based on your date of joining the Company. If you have joined Target India on or after November 1, 2024, you will not be eligible for incentives payable at the end of March 2025.

4) You will be initially based at the Target India offices in Bangalore. However, to support our continued growth and/or business needs you may be transferred to the offices of any subsidiary, associate companies or client/partner offices in India or overseas. In such cases, the terms of your employment with Target India may be governed by the terms and conditions applicable to the new location/company. You may be required to work out side of the regular business hours, as informed by your respective manager/managers from time to time and in accordance with applicable laws.



5) For team members with more than 6 months of experience, 90 calendar days from the date of joining Target India will be considered a Learning Period. Less than 6 months of experience, first 180 calendar days from the date of joining Target India will be considered a Learning Period. However, based on the assessment of your performance during the Learning period, Target India, at its sole discretion, may extend your Learning Period to a maximum of 90 calendar days. When you successfully complete your Learning Period, your employment with Target India will be confirmed.

6) In accordance with Target India's exit policy, in the event you decide to resign from Target India during your Learning Period, you will be required to serve a 15 day notice period. Similarly, Target India can terminate your employment during the Learning Period with a 15 day prior written notice or pay in lieu of notice. Upon expiry of the Learning period and consequent confirmation as a Target India employee, you may resign from Target India with a written notice period of sixty (60) days. Target India however reserves the sole right to waive the notice period or a part thereof, or accept payment from you in lieu of such notice period. Similarly, Target India can terminate your services without assigning any reasons whatsoever by giving sixty (60) day notice in writing or in its sole discretion, by paying salary in lieu of the un-served notice period.

7) Target India may terminate your services by giving a written notice period of sixty (60) days or salary in lieu thereof. Notwithstanding anything mentioned in this Agreement, Target India may terminate your employment with immediate effect without notice or payment in lieu of notice for Cause (defined below). Target India may also terminate employment with immediate effect, without any notice or payment in lieu of notice, on grounds prescribed under the law or Target India's policies. Notwithstanding the foregoing, the mere failure to achieve performance objectives will not constitute Cause. Target India may perform appropriate background checks based on information and documentation that you provided or are requested to provide at the time of joining employment. Failure to provide the necessary documentation may result in termination of your employment with Target India. Your employment with Target India is subject to and contingent upon the successful completion of the background checks to the satisfaction of Target India.

8) We wish to make your transition to Target India as smooth as possible. Two critical components in such a transition are your pay and benefits coverage. In order to ensure that you receive uninterrupted continuance of your salary and benefits during your transition, you are required to submit various documents as detailed in **Annexure 'B'** for our records on or before joining Target India.

9) In addition, you are required to bring either a relieving letter from your most recent employer or confirmation from your most recent employer that your resignation has been accepted. If you do not have this documentation on the Date of joining you will not be allowed to work with Target India until acceptable documentation has been provided. Further you agree to provide all such documents as are requested for by Target India to enable Target India to perform appropriate background verification checks. Target India reserves the right to withdraw this offer at its sole discretion if you fail to provide all or any of the documentation requested.

10) Your appointment at Target India will require you to be bound by the prevailing code of conduct, as well as other company policies, procedures and guidelines in relation to your personal and professional conduct that are communicated to you from time to time. Further, this offer confirmation is contingent upon receiving satisfactory feedback on reference checks conducted by Target India.

11) New team member induction takes place at Target India. At induction you will learn more about Target, our competitive benefits and our company policies. You will also have an opportunity to meet new team members like yourself and senior leaders that set the direction for Target India.

We look forward to seeing you on **07/10/2024 at 9:15 AM** to attend **Target Welcome**. Welcome to the Target India!

Sincerely,

Target India Human Resources



Related Definitions

Unless repugnant to the context, in this Agreement the expressions mentioned below shall have the meaning as follows:

"Agreement" includes the recitals and annexures to this employment agreement and any amendments made to this agreement by the Parties in writing;

"Applicable Law" means any statute, law, regulation, ordinance, rule, judgment, notification, order, decree, byelaw, permits, licenses, approvals, consents, authorizations, government approvals, directives, guidelines, requirements or other governmental restrictions, or any similar form of decision of, or determination by, or any interpretation, policy or administration, having the force of law of any of the foregoing, by any authority having jurisdiction over the matter in question, whether in effect as of the Effective Date or thereafter;

"Cause" means, as reasonably determined by Target India, the occurrence of any of the following: 1) any commission of gross negligence and / or willful misconduct on the part of the TM during the course of employment; 2) the TM has engaged in fraud, embezzlement, theft, commission of a crime, or dishonesty etc. during the course of employment; 3) engaging in any activity that you know or should know is detrimental to the interests of Target India, its business or reputation; 4) material failure to adhere to Target India's corporate codes, policies or procedures; 5) a breach of any covenant in your employment or any intellectual property agreement, 6); failure by you to substantially perform your duties or follow management direction and if such failure is not cured to Target India's satisfaction within a reasonable period of time after a written demand for substantial performance is delivered to you; or 7) violation of any statutory, contractual duty or obligation to Target India.

"Date of Termination" means:

1. if your employment is terminated by Target India for Cause, the date of receipt of the Notice of Termination or any later date specified therein, as the case may be,
2. if your employment is terminated by Target India other than for Cause, the Date of Termination shall be your last day of employment;
3. in the event of your resignation from the Target India, the Date of Termination shall be the date communicated by Target India in this respect.

"Person" means any natural person, limited or unlimited liability company, corporation, partnership (whether limited or unlimited), proprietorship, Hindu undivided family, trust, union, association, government or any agency or political subdivision thereof or any other entity that may be treated as a person under Applicable Law;

"Proprietary Information" means and includes, but is not limited to, information about software programs, source or object code, algorithms, trade secrets, designs, know-how, domain names, processes, data, ideas, techniques, works of authorship, business and product development plans, customer lists, terms of compensation and performance levels of Target India TMs, Target Corporation's customers and other information concerning the Target Corporation's actual or anticipated business, research or development, prices and pricing structures, marketing and sales information, product lines and any information and materials relating thereto, or which is received in confidence by or for Target India from any other person, whether or not it is in written or permanent form.



Annexure 'A'
COMPENSATION BREAKUP

Name	Shruthi S Patil	Total Projected CTC*	₹371,290
Designation	Sr Cybersecurity Specialist - India	Total Fixed Compensation	₹3,47,000.00
Effective Date	07/10/2024		
Level	2		

Fixed Compensation	Annual	Monthly
Basic	₹1,38,800.00	₹11,567.00
House Rent Allowance	₹55,520.00	₹4,627.00
Special Allowance	₹1,36,024.00	₹11,335.00
Target India contribution to PFV	₹16,656.00	₹1,388.00

Short Term Incentive Plan	
STI Payout at Goal	₹24,290.00

*Special Allowance includes the following flexible benefit component to assist in planning your taxes:
• Leave Travel Allowance (LTA) based on actual spent or up to INR 50,000 as defined by LTA policy and twice in a block of four years.
∇Target India shall contribute a stipulated amount towards the Employees Provident Fund ("EPF"). The statutory deduction is calculated based on the basic salary threshold mandated under the law.
- If your basic salary is below the threshold as stipulated under law, Target India shall calculate contributions to EPF on the threshold. If the basic salary exceeds the threshold as stipulated under law, Target India shall calculate contributions on the basic pay per month, towards EPF.
- If you hold International Worker status, the statutory contribution towards EPF is calculated at on the sum total of basic salary and special allowance.

* Subject to Target India Company policies.



Annexure 'B'

List of documents to be submitted on the date of joining Target India Please bring along the originals for verification

SL No	
1	All education certificates and mark sheets (X/XII/Graduation/Post Graduation/Diploma)
2	Relieving letter from most recent employer or acceptance of your resignation from most recent employer (to be followed within 30 days by actual relieving letter)
3	Copy of a valid photo ID (e.g. Pan Card/Driver's License/ Passport)
4	One (1) self-passport size photograph
5	PAN Card
6	Aadhar card
7	Cancelled Cheque leaf for the PF form
8	PF Contribution Statement from Universal Account Number (UAN) passbook portal. Link: https://passbook.epfindia.gov.in/MemberPassBook/Login *In case your current employer has a PF Trust, then contact them for the PF contribution statement and bring it on the day of onboarding.

20-08-2024

Mr. Rahul Raj

Internship Letter

We are pleased to inform you that your request for an internship in our **Demand (COCO)** in **Growth** department has been accepted. You shall work on the following terms and conditions during the term of your Internship with us.

1. Work Location: **Bangalore_City - Bangalore, Bangalore, Karnataka, India**
2. Internship Start Date: **20-08-2024**
3. Internship End Date: **19-10-2024**
4. Stipend: **INR - 20000 /- (TDS Applicable)**

Your internship shall be effective from the date you resume work. The Company may change your place of work to any other location at its discretion.

You are requested to sign this internship letter and send a copy over email. Please note that your internship is subject to a successful background verification of your credentials.

During the internship, the Company may give me access to confidential information relating to the Company (“Confidential Information”). Confidential Information shall include any information concerning or relating to the Company or the business of the Company including but not limited to trade secrets, computer hardware and software programs and designs, database, trading information regarding the Company, its shareholders and related and affiliated entities and clients of the Company, specifications, financial information, customer and supplier names, correspondence, negotiations and/or contracts with customers and suppliers, marketing strategies, research and development plans and expenditure, research databases and other information or material which may be apparent in nature and/or the Company may indicate as confidential in future. Therefore, during the internship and thereafter, I shall never disclose to any third party (outside the Company) or use or misuse the Confidential Information for any purpose other than the purpose of the training and/or work related to the Company. I shall never disclose the Confidential Information to any person. I understand that any such breach of the Confidential Information will cause irreparable loss and damage to the Company.

Yours Truly,



Received & accepted

Rahul Raj

Rajat Mehta
Vice President – Human Resources



01 May, 2024

Mr.Deepak D S
Bangalore North, Karnataka

OFFER LETTER

Dear Mr.Deepak D S,

Congratulations and welcome to Petpooja (Brand Name) part of **Prayosha Food Services Private Limited** Team!!!

We ensure that the time you spend with us is full of enrichment and learning. We look forward to a mutually satisfying relationship and we will do our best to make it engaging.

This has reference to your application and the subsequent discussions with you. We are pleased to offer you the position of "**Relationship Manager**" in our organization at **Bangalore North, Karnataka** location. As mutually agreed upon, your Provisional Salary breakup sheet is attached with this letter.

We would expect you to join us on or before **1 Jul, 2024**, after which the offer would stand withdrawn. You will be paid Rs. **4,50,000/-** (Four Lakhs Fifty Thousand Only) CTC per annum. As per the Company's rules, you will be on probation for a period of six months from the date of taking up the employment.

The detailed Employment Agreement containing other terms and conditions will be issued to you upon your joining the company.

If the offer is acceptable and if you agree to the above, please send us the acceptance email within 24 hours after receipt of this offer letter else our offer will be consider as null & void.

Kindly Note: Confirmation is subject to successful completion of the training provided by Petpooja. In case you fail/ unable to successfully complete the training, Petpooja may rescind the offer letter or Petpooja may provide another chance at its sole discretion.

We once again welcome you in Petpooja team and wish you a long prosperous association with us.

Yours Sincerely,

For Prayosha Food Services Private Limited

Agreed and Accepted

Dinesh Prajapati
Manager - HR

Mr.Deepak D S

PRAYOSHA FOOD SERVICES PRIVATE LIMITED

Corporate Office & Registered Office:

"TITANIUM", 81, 8th Floor, Corporate Road,
Opp. Ashwaraj Bunglows, Near.Prahladnagar,Auda Garden, Ahmedabad, Gujarat-380015

CIN: U74110GJ2011PTC065512
GSTIN: 24AAGCP0140D2Z3

Provisional Salary Breakup Sheet

S. No	Salary Component	Monthly	Annual
	Gross Salary (A)	In INR	In INR
1	Basic	17,275	2,07,300
2	House Rent Allowance	6,910	82,920
3	Travel Allowance	3,000	36,000
4	Conveyance/Other Allowance	7,365	88,380
	Gross Salary	34,550	4,14,600
Employer Statutory Obligations (B)			
5	Employer PF	1,800	21,600
6	Statutory Bonus	1,150	13,800
	Total	2,950	35,400
	Cost to Company (A + B)	37,500	4,50,000
DEDUCTIONS (C)			
7	Employee PF	1,800	21,600
8	Professional Tax	200	2,400
	Total Deductions	2,000	24,000
	Net Payable	32,550	3,90,600

Please note, you will be covered under the company's Group Medclaim Coverage of Rs.2,00,000/- sum insured as well as Group Personal Accident coverage of Rs.5,00,000/- sum insured.

For Prayosha Food Services Private Limited

Agreed and Accepted

Dinesh Prajapati
Manager - HR

Mr.Deepak D S

PRAYOSHA FOOD SERVICES PRIVATE LIMITED

Corporate Office & Registered Office:

"TITANIUM", 81, 8th Floor, Corporate Road,
Opp. Ashwaraj Bunglows, Near.Prahladnagar,Auda Garden, Ahmedabad, Gujarat-380015

CIN: U74110GJ2011PTC065512
GSTIN: 24AAGCP0140D2Z3

EDUS23-3578

26/07/2024

Attach / Paste
Your Photo Here

Dear **Rahul Raj**,

Further to your recent interview, I am pleased to offer you the following employment as **Business Development Trainee** with Edustation, with a commencement date of **29/07/2024**. Please report to the undersigned on **29/07/2024** at our office located at as communicated by HR based on the terms and conditions stated herein. This offer letter upon written acceptance by you shall be deemed as Employment Agreement.

You will be under 10 days of unpaid training from **29/07/2024 to 07/08/2024**

On the Job Training Start Date : **08/08/2024**

On the Job Training End Date : **07/11/2024**

COMPENSATION DURING INTERNSHIP : (Subject to statutory and other deductions)

Total CTC : **444000** INR per Annum.

Base : **150000** INR per Annum.

Incentives : **12000**

Target : **100000** INR per month.

We request you to upload the signed copy of this letter by clicking the link provided in the email along with the documents mentioned in Annexure. If we do not receive the above mentioned documents in token of acceptance from you within 5 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Edustation, and will report on or before **29/07/2024**.

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

Working Hours : 9 Hours a day (Inc. Lunch Break).

Job Type : Full Time INTERNSHIP.

Location : as communicated by HR.

COMPENSATION BREAK UP (CALCULATED ON BASE)

SL NO	PARTICULARS	PER ANNUM	PER MONTH
1	Basic Salary	150000	12500
2	Dearness Allowance	45000	3750
3	House Rent Allowance	75000	6250
4	Conveyance Allowance	10000	833
5	Special Allowance	20000	1667
X	Gross Salary	300000	25000
1	Income Tax	2500	208.33333333333334
2	Professional Tax	2400	200
3	Medical Allowance	0	0
Y	Total Deductions	4900	408.33333333333333
(X-Y)	Net Salary	295100	24591.666666666668

POST INTERNSHIP PACKAGE: (Based on Performance during INTERNSHIP)

Salary Range : 6 + 3 LPA + Performance based incentives

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

ANNEXURE 1

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: 10th standard or equivalent examination 12th standard or equivalent examination Graduation Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOUR SCANNED COPY OF YOUR : Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	Bank Account Details: Bank PassBook First Page Bank Name, Your Name as per Bank records, Account Number, IFSC Code

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- On joining, you will be under unpaid training for 10 working days and post which you will be under review on your performance for the next 10 working days.
- Performance evaluation will be conducted and on successfully passing the evaluation, you will be eligible for entering the production floor for OJT.
- During the training period you will not receive any of the employee benefits that regular employees receive.
- The company reserves all the right to terminate your employment at any time without providing any reasons or notice.
- At any time if you wish to discontinue the training due to personal reasons , you will have to serve a notice period of 1 month (as per the T&C mentioned by HR's) or will have to pay a compensation equal to 1 month stipend.
- You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).

- The original documents you provided will be returned back after completion of background verification.
- Anytime you wish to take back the original documents due to any reasons between your training period, you are required to submit a valid replacement document which is approved by HR.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company and the package may vary depending on the candidate performance during their probation / employment.

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

Aadhar Number : _____

PAN Number : _____

Beneficiary Name : _____

Bank Name: _____

IFSC code : _____

Account Number : _____

HR POLICIES & DECLARATION

Human resource policies must be developed, identified, and implemented by all businesses. These policies are critical to the success of any firm. Each organisation is unique in terms of size and nature of operations, necessitating customised human resource strategies tailored to their specific demands. Employee interactions and separation, employment processes, and employee salary and benefits will all be discussed. The goal of this project is to learn about the organisation's human resource policies. Employee happiness and consequently highly motivated employees are achieved through HR policies. The major goals of diverse HR policies are to promote efficiency by improving motivation and, as a result, achieve organisational goals and objectives.

Human Resource policy, employees, motivation, salary, and so on are all keywords.

At Edustation, we understand that our employees are the foundation of our success, and that nothing can be accomplished without their active participation.

This paper contains the rules that serve as a solid foundation for effective Human Resources Management within the Edustation Group. It describes the Human Resources function's vision and objectives to all Edustation's workers and depicts every facet of the Edustation employee lifecycle.

All Edustation employees are inspired by the Edustation's Management and Leadership Principles in their activities and interactions with others. All of the essential ideas that Nestlé promotes and subscribes to on a global scale are referred to as the Corporate Business Principles. Both of these documents serve as the foundation for the current policy.

Sound judgement, compliance with local market rules, and common sense will guide the implementation of this policy, which will take into consideration the specific circumstances. Its ethos should be followed in all circumstances, and it can be summed up in one sentence: At Edustation, we put people first in all we do.

REGARDS,

**AUTHORITATIVE SIGNATORY
EDUSTATION**

HR A1 0.1 - JOINING FORMALITIES

You are required to produce the latest signed offer letter provided by Edustation along with your PAN card and Aadhar copy.

You are required to send a soft copy of all the mentioned documents to the respective mail provided in your offer letter.

You might have to produce an original document as per your offer letter for background verification on request.

HR A1 0.2 - TRAINING POLICY (FOR INTERN)

You will be placed under a training period of 10 working days which will be unpaid.

During your unpaid training period, your performance will be monitored and necessary measures will be taken in order to improve your performance.

The targets that you cover during your unpaid training will be still counted for overall performance and monthly targets.

HR A1 0.3 - PROBATION (FOR INTERN / TRAINEE)

You will be under probation for the tenure mentioned in your offer letter during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

Your employment is terminable by giving (48 hours) notice in written, post which you will be called for counselling and 30 days of notice period has to be served post confirmation from the HR (OR) as mentioned in your offer letter & the company reserves the right to terminate any intern if found lacking in performance, code of conduct or any other reasons.

Upon successful completion of probation period without any extension you shall be offered with full time employment opportunity from the company if the intern

Is legally eligible to work in any firm as per the Indian law.

Has completed his/her degree or any similar education.

Is a proven performer and is eligible to receive full time employment from the company.

At any point of time if you wish to leave the company due to reasons of your own, you will have to pay a compensation amounting to 1 month's total pay or as mentioned in your employment offer.

HR A1 1.1 - LEAVE POLICY (FOR INTERN / TRAINEE)

You are entitled to get one day weekly off from the company.

Apart from your pre-approved week-offs, you are not entitled to get any other benefits which are provided for a full-time employee.

You might receive paid leave (PL) based on the company's interest or requirement but will not be provided on request.

NOTE: ANY BENEFITS PROVIDED FOR AN FULL-TIME EMPLOYEE WILL NOT BE PROVIDED FOR AN INTERN.

Any unauthorised absence during your INTERNSHIP/training more than 3 days will result in termination of employment. If you have any unavoidable circumstances or exams, you are required to keep the reporting manager and the HR's informed regarding your leave requirement with a valid supporting document as a proof (If necessary).

HR A1 2.1 - WORK FROM HOME POLICY (FOR INTERN / TRAINEE)

- Work From Home can be only taken in case of health / Other valid reasons by writing a mail along with attested proof.
- Work From Home will be provided only after getting reporting manager & HR approval.
- Work From Home will be partially or fully paid after getting the work report approved by the reporting managers.
- If the work given is incomplete, the day will be marked as Loss Of Pay (LOP).
- Doing Work From Home without HR or reporting Manager's approval will lead to Loss Of Pay (LOP).
- Work from home cannot be taken on an immediate request basis unless the reporting manager and HR has approved in written format.

HR A1 3.1 - TIMING (FOR INTERN / TRAINEE AND EMPLOYEES)

- Your total shift hours will be 9 hours, out of which you are required to provide 8 working or productive hours with 1 hour of break in between.
- You are required to adhere to the allotted shift and it is mandatory for you to login and logout without fail through the mediums provided.
- Any employee or intern/trainee providing less than 8 working hours or productive hours in office, will be marked as half day.
- Any employee or intern/trainee providing less than 6 working hours or productive hours in office, will be marked as Loss Of Pay (LOP).
- In case of an error in attendance, you are required to reach out to respective HR and regularise it before the given deadline.
- Unauthorised absence for more than 3 days will lead to termination of employment by the company with no or performance based settlement as per notice policy (HR A1 4.1.1).
- If you have failed to login for any particular day (OR) have done a late login, you are required to write a mail to your respective reporting managers and your team leaders along with the HR and get a written approval for the same for regularisation.

HR A1 3.2 - WEEKOFF (FOR INTERN / TRAINEE AND EMPLOYEES)

- Any Employee or Intern/Trainee working in Edustation are eligible for getting one day off in the respective week.
- Your week off day will be decided by your reporting manager and the HR depending on the company's requirement.
- If any Employee or Intern/Trainee working at Edustation tends to take leaves in series with any Week off, their off will be cancelled and that day will be considered the same as other leaves.

- Any request for change of week off day must be mailed to their respective reporting managers along with the HR and the same has to be approved by both the parties.

I confirm that I have read and understood the above conditions. I also understand that the company may from time to time notify amendments or additional related to the subject matter above and I agree to abide by them in full compliance thereof.

HR A1 4.1 - TERMINATION OF EMPLOYMENT BY YOU (FOR INTERN / TRAINEE)

During probation, you are required to give the company at least 48 hours notice in writing. Post confirmation from HR, you are required to give the company a minimum of 1 months' notice period. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.

Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 1 month's stipend to the Company in lieu of the notice period.

HR A1 4.1.1 - NOTICE POLICY

During your notice period, your targets and other work related information will be discussed by HR in their counselling session.

Post acknowledgement of the notice mail, you are required to work for 1 calendar month as per the discussion that you had with the HR and fulfil the requirements provided.

If failed to do so, pay in lieu of notice period would be reduced from the final settlement dues to the Intern Or He/She might have to pay in lieu based on the performance status during notice.

Your eligible Full and Final Settlement (F&FS) will be provided 45 days post completion of your notice period based on your performance. (Applicable for training/INTERNSHIP completion also).

HR A1 4.2 - TERMINATION OF EMPLOYMENT BY THE COMPANY (FOR INTERN / TRAINEE)

During the probationary period, the company has all the rights to terminate your employment without notice or payment in lieu of notice.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated immediately.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances require.

NAME: _____

DATE: _____

SIGNATURE: _____

HR A1 5.1 - SLIPS AND WARNINGS

At Edustation we focus on building a disciplined and friendly environment at the same time maintaining confidentiality.

The following consequences will be applied*, in order of escalation, should you not demonstrate improvement or cease violation of company policies:

- Verbal warning
- Documented warning notice
- Job suspension for 3 days without pay for one work week
- Third and final warning notice followed by an in-person meeting along with a pay cut of one work week.
- Termination of employment (Should the past warnings and suspension not result in improvement of actions)

We are determined to continue enlisting our expert knowledge at Edustation and within our work environment, and we will do whatever we can to help you improve your performance to meet our quality standards. The above provided sequence of warnings shall not be applicable in certain circumstances.

5.1.1 PINK SLIP :

Employee shall use his best efforts to limit dissemination of Confidential Information to other employees, officers and agents of Employer on a need to know basis or as directed by Employer, and not to disclose to any other person(s) or organisation(s) that has not signed a non-disclosure agreement with Employer specifically directed to Confidential Information.

Such information includes:

- Compensation information of an employee or an Intern/Trainee.
- Any confidential information related to any current projects or clients.
- Company's internal information such as plans, Road maps and strategies.
- Discussion of any benefit provided by the employer to the employee to other colleagues or team members.
- Other confidential information.

Any written warnings issued on the basis of disclosure of confidential information will be termed as PINK SLIP.

PINK SLIP can be issued with warnings / with or without a revision of offer provided.

5.1.2 RED SLIP :

At Edustation we promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious

disputes and disrupting our workplace. We also expect them to foster a well-organised, respectful and collaborative environment.

Any written warnings issued on the basis of misconduct will be termed as RED SLIP.

RED SLIP can be issued with warnings or a termination letter.

5.1.3 BLUE SLIP

This policy sets out how Edustation handles the personal data of its employees, customers, suppliers and other third parties.

Protecting the confidentiality and integrity of personal data is a critical responsibility that we take seriously at all times. This policy is therefore intended to apply to the personal data that we process.

This policy does not form part of any employee's contract of employment, and we may amend it at any time. It does not override any applicable national data privacy laws and regulations in countries where we operate.

FOR MORE DETAILS ABOUT DATA SECURITY POLICY REFER HR A2 Section Any written warnings issued on the basis of data breach will be termed as BLUE SLIP.

NOTE : THIS MAY BE APPLICABLE AS WARNING OR TERMINATION WITHOUT PAY & NOTICE

I confirm that I have read and understood the above conditions. I also understand that the company may from time to time notify amendments or additional related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

HR A2 0.1 - ACCEPTANCE OF SOFTWARE AND SYSTEMS USAGE To EDUSTATION. (“The Company”)

The company forbids the use of unauthorised software on any company equipment or the use of unauthorised software on any personal or non-company issued equipment. The company forbids unauthorised access, or any unauthorised attempt to access, any data maintained on any computer systems.

Unauthorised software comprises any software that is not on the Edustation IT list of approved software or which has not been procured via the authorised procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Edustation security or an authorised agency of Edustation IT Security, and any software that is delivered in such a way that is may have been tampered with.

Unless the prior specific written approval of senior management is obtained, the use of unauthorised software on company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the company’s regulation which mayland to disciplinary action including but not limited to termination, or other appropriate action as necessary by the company.

I confirm that I have read and understood the above conditions and the use of unauthorised software and systems. I also understand that the company may from time to time notify amendments or additional conditions or policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

NAME: _____

DATE: _____

SIGNATURE: _____

HR A2 0.2 - DATA PROTECTION DECLARATION To EDUSTATION. (“The Company”)

- I, the undersigned, make this declaration in my capacity as an employee of Edustation, and as a condition of being assigned by Edustation to perform certain services for Edustation EDTECH PVT LTD and any of its direct or indirect subsidiaries (Individually a “Data controller” and together the “Data Controllers”).

- I hereby and solemnly undertake that i will at all times maintain strict confidentiality with regard to, and will not for my own or any other person’s use (whether for profit or not) make copies of or note about, any and all matters of a confidential nature or the personal data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed personal in nature or deemed personal data bylaw concerning any of the data controllers, their customers, the state of their accounts or any other matter relating to the affairs of a data controller and permission of the data controller or the person to whom any duty of confidentiality is owed. Should I be required by the law to make such a disclosure, I shall so far as lawfully promptly inform the Edustation of such a requirement.

- I undertake to deliver up to Edustation and any records in any medium which I may hold at the end of my assignment in performing services for any of the data controllers.

- I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the data controllers with, the following rules or requirements (as the same may be amended from time to time):

- Edustation policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorised by Edustation EDTECH PVT LTD on Edustation computer systems and/or the loading or use of Edustation group’s software on any other equipment is strictly forbidden;

- Edustation staff training video on data protection;

- Security procedures specific to the building where I am to carry out my assignment; and

- Edustation staff handbook.

- I also confirm that i shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Collectors with, any other rules or requirements (whether in

relation to the data protection legislation referred to in paragraph above or otherwise) advised to me by Edustation

I confirm that I have read and understood the above conditions. I also understand that the company may from time to time notify amendments or additional related to the subject matter above and I agree to abide by them in full compliance thereof.

NAME: _____

DATE: _____

SIGNATURE: _____

DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that :

I have never been convicted of a criminal offence involving fraud or dishonesty; and i have never been declared bankrupt.

Edustation Dept. / Job Title : _____

NAME: _____

DATE: _____

SIGNATURE: _____

HR A2 0.3 INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS

- Usage of or access to the internet, computer and software 'equipment' wherever situated in Edustation premises or those made available by Edustation, its customers or business partners to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Edustation's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

- Internet and Email access is not to be used for following purposes, which are expressly forbidden:
Solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial or another's business, his reputation or his Internet access (inflaming, Spamming etc), for download of pornography, game software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or, chat-rooms, nor for issuance for any of formally unauthorized business advice.

No legal commitment by Email on behalf of any member of Edustation, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorised person must be made.

- The user shall respect and abide by all the applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the work of others without their permission as this may infringe copyright.
- Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the compliance function. Comment – Edustation management to access if they like to retain practice.
- The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.
- Edustation is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the internet including, without limitation, any Email messages, whether or not created by the user, the content of any page downloaded and any mechanisms which record the user's use of internet.

I _____

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understood that failure to do so may result in disciplinary action against me. I also understand that the company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

DATE: _____

SIGNATURE: _____

HR A2 0.4 - DATA CONSENT FORM PERSONAL DATA - CONSENT

In consideration of being evaluated for employment by Edustation, for the purpose of pre-employment, during employment and post employment processing of my personal data.

I hereby expressly agree and consent as follows:

Edustation or its authorised agent or service providers or third parties including platform or aggregators may collect, process and disclose my personal information/ data to verify the accuracy of the information i have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regards, Edustation may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons i have appointed as personal reference during my recruitment process.

I understand and agree that:

My personal information/ data may be processed, analysed and assessed by or on behalf of Edustation by third parties whether based in India or other location, where they may be less stringent data protection law than in India.

Edustation shall protect my personal data in accordance with the applicable law by using industry standard security and protection protocols.

At any time Edustation or its authorised agent or service providers may request, collect, process and disclose my personal information/ data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other search operations lawfully necessary.

NAME: _____

DATE: _____

SIGNATURE: _____



hr@aurm.in

+91 9985435854

Offer Letter

Dear Akshay A Naik,

We are thrilled to offer you the position of **Business Development Manager** at Aurm. Your energy, your vision, and your fresh approach are exactly what we've been looking for!

At Aurm, we aim to unleash India's potential through financial freedom. We're building a team that's as diverse as it is talented, and you're the perfect piece of this puzzle.

Welcome aboard the exciting Aurm journey! Join us in crafting an epic company with a vibrant work culture that's all about teamwork, growth, and loads of fun. Together, we'll create something extraordinary!

Values that we live by:

- Be a trailblazer of profitable growth, setting new standards and leading the way in achieving success.
- Challenge the status quo with fearless innovation, breaking barriers
- Be the customer-first champion, relentlessly focused on delivering exceptional experiences and building long-lasting relationships.
- Let purpose guide you over ego, staying true to your values and making decisions that align with our mission.
- Take ownership of your path upwards, embracing responsibility and driving your own journey to greatness.
- Wield honesty as your superpower, always choosing truth and transparency in your actions and communications.
- Move with the speed and agility of a legend, swiftly adapting to change and seizing opportunities with confidence.
- Make waves that redefine coolness, leaving a mark on everything you do that stands out and inspires others

PRANSU TECHNOLOGIES PRIVATE LIMITED (AURM)

534, 17th Main Road, 15th Cross, Sector 4, HSR Layout, Bangalore, Karnataka - 560102

CIN: U62099KA2023PTC172399



hr@aurm.in
+91 9985435854

Offer Summary:

Location of Work	Bengaluru
Designation	Business Development Manager
Stipend Per Month	INR 35000

Note: This offer is contingent upon successful completion of the background verification process.

This internship is for 3 months from the date of joining, at the end of the third month full time role will be offered.

Before we set sail, we kindly ask you to bring along digital copies of the following documents to our launchpad:

- Relieving letter from your previous employer and last drawn pay slip
- Your Aadhar Card & PAN
- Certificates/mark sheets to back up your impressive educational qualifications & previous employment experience.

Your date of joining is 10 th October 2024. Kindly confirm the same on or before 09th October 2024.

Once again, congratulations on your selection for this role and we look forward to you joining the coolest team in town, and start making magic happen!

Sincerely,

H S Suraj
Co-founder/Director



PRANSU TECHNOLOGIES PRIVATE LIMITED (AURM)

534, 17th Main Road, 15th Cross, Sector 4, HSR Layout, Bangalore, Karnataka - 560102

CIN: U62099KA2023PTC172399

Letter of Appointment

09-August-2024

K Varun Govil
6360853655
govil151201@gmail.com
NA

Dear K Varun Govil,

Sub : Appointment as Relationship Trainee

We are pleased to appoint you as **Relationship Trainee** in Rupeek Fintech Private Limited (the “**Company**”) starting from **12-August-2024** to **12-February-2025** on the following terms and conditions, read with the Code of Business Conduct Policy formulated from time to time by the Company. Non-disclosure of Confidential Information incorporated into this letter shall form part of the terms of your internship.

1. Appointment

- 1.1 You are required to report at **Rupeek Fintech Private Limited, Bangalore**. The Company may change your place of work, in its absolute discretion, to another location at which the Company maintains premises, including offices of the Company’s affiliates and associates, in India or abroad. Further, the Company may change your place of work, at its absolute discretion, to the location of its customer’s premises anywhere in India or abroad. Your primary responsibility shall include and shall not be limited to your being responsible for **Business Delivery**.
- 1.2 During the continuance of your internship of the Company, you agree and undertake to:
- Use your best endeavors to develop and improve the current business of the Company, extend such business and produce new business and to protect and further the interests of the Company;
 - Perform such duties and exercise such powers in connection with the business of the Company, as may from time to time be delegated to you; and
 - Conform to and comply with the lawful directions and instructions made or given to you by or on behalf of the Company.
- 1.3 The Company shall be at liberty to change the responsibilities to be undertaken by the Relationship Trainee, when a business necessity for the change arises.

- 1.4 Failure to obtain a valid driving license or a two-wheeler within 60 days from your joining date will result in the nullification of this offer letter and the termination of your employment with us

2. Remuneration

- 2.1 You will be paid a stipend of **Rs. 12700/-** Rupees only (includes MGB + Travel & Phone Allowance) as per Annexure.
- 2.2 It is a condition of your internship that you do not disclose your stipend to other Relationship Trainee and/or employees of the Company. Any breach of this regulation could result in disciplinary action by the Company.
- 2.3 Your stipend will be paid to you on a monthly basis on or before 5th day of the month immediately following the month for which it is due, subject to taxes, or any other deductions provided or permitted by law in force from time to time, and such other sums as may be agreed with you from time to time.
- 2.4 The Company may during your internship and its termination as specified in Clause 10, deduct from your stipend any amounts that you may owe to the Company including, but not limited to, outstanding loans, advances, excess holiday and overpayments of stipend, recovery of commission and insurance excesses, as applicable, except for amounts the Company is by law not entitled to setoff. You agree to make any payment to the Company of any sums owed by you to the Company upon demand by the Company at any time and that any such sums will be recoverable by the Company as a debt. This sub clause is without prejudice to the right of the Company to recover any sums or balance of the sums owed by you to the Company under the applicable laws.
- 2.5 You will be entitled to reimbursement for authorized expenses on submission of receipt of your expenditure, as set out in the Company's corporate policy on Employee Expense Claims which may be amended by the Company from time to time and available on the Company's intranet. You shall use your best endeavors to keep the amount of such expenses to a minimum.

3. Days and hours of work

The working days will be 6 - Working days a week and 8 (eight) hours per day, but you may be expected to work for more time as and when the business of the Company so demands. Your duties may require you to work late at night. Your duties may require you to engage in travel on behalf of the Company, including travel outside India. As a consequence, you must work any additional hours, as required. The stipend payable to you hereunder is adequate compensation in case you are required to work for any additional hours in office or while traveling and hence, you shall not be entitled to any

additional payment in this regard. The Company reserves the right to change your working hours, if found necessary.

4. Leave

- 4.1 You will be entitled to 1 (one) day of leave in one month of your internship on a prorated basis. If your leaves exceed 1 (one) day, the Company reserves the right to consider it as leave without pay.
- 4.2 You shall inform your immediate superior in writing, reasonably in advance, of your intention of taking leave and you shall obtain his prior approval in writing.

5. Confidential Information

- 5.1 “Confidential Information” shall deem to mean and include the following:

- 5.1.1 All information relating to the Company, developed, disclosed by the Company (whether in written, oral, graphic, electronic or other tangible or intangible form) whether marked confidential or not, belonging to the Company or a third-party to whom confidentiality obligations are owed, including information relating to this letter, the Company’s existing or prospective products and/or services, hardware systems, software programs, technical know-how, algorithms, schematics, formulae, strategic data (technical, financial, commercial or otherwise), process and product information, methods of operation, flowcharts, or diagrams; prospective new ventures; policies and procedures regarding the design, development, marketing, pricing and distribution of existing and prospective products and/or services, including prospective dates for product launches or product specifications; research methods and results; creative and programming tools, methodologies, techniques; the identities of customers, business partners, distributors and/or suppliers (actual or prospective), business and marketing plans, financial information, data and accounts, incentive programs and sales records; business practices, operational or security procedures, internal policies, personnel information, repair policies, training techniques, passwords, employee compensation details; employment and contractor relationships and strategic alliances; or consulting or any other services engaged by the Company.

- 5.1.2 Any other information designated by any Group Company as confidential;

- 5.1.3 Any information in relation to which any Group Company owes a duty of confidentiality to any third party.
- 5.1.4 The Relationship Trainee shall not, without explicit consent from the Company: (a) disclose, or permit disclosure of Confidential Information, in whole or part, to any third-party; (b) copy any Confidential Information in any manner, including copying onto the personal or home computers; or (c) allow any third-party to copy, adapt, modify, decompile, edit or reverse engineer the Confidential Information. The Relationship Trainee shall restrict disclosure of Confidential Information only to those employees/Relationship Trainee on a need-to-know basis, solely in connection with purposes authorized by the Company. If the Relationship Trainee becomes aware of any unauthorized use or disclosure of Confidential Information, the Relationship Trainee shall promptly inform the Company and shall provide necessary assistance and cooperation, as may be required to retrieve and protect such Confidential Information. However, Confidential Information shall not include any information known generally to the public or that may be made known to the public by a legally compelled disclosure by any government, judicial or quasi-judicial authority, provided the Relationship Trainee provides reasonable notice to the Company of any prospective disclosure and assists the Company in obtaining an exemption or protective order preventing or limiting such disclosure.
- 5.2 You agree that the Confidential Information received by you during your internship with the Company is the property of the Company or the relevant Group Company or its client/ customers. You agree and undertake to return all such property (whether in written, electronic or other form) to the Company or destroy all Confidential Information, including any copies thereof, in the manner directed by the Company, immediately on termination of your employment or at any time prior to that, if the Company requests. You will provide a certificate to the Company and/or its Group Company that such materials have been destroyed or returned, as the case may be. Further, the Relationship Trainee shall compensate the Company for any misuse of or damage to the Confidential Information as may be ascertained solely by the Company.
- 5.3 If required by the Company, you shall execute separate documents or agreements in relation to such matters, conferring such rights on the Company.

6. Responsibilities and Duties

- 6.1 Your internship in the Company shall be subject to the Company's Code of Business Conduct Policy as laid down in relation to conduct, discipline and other matters. You shall always fulfill the responsibilities and duties attached to your office and you shall conduct yourself accordingly.

6.2 In view of your office, you must effectively perform to ensure results in accordance with performance parameters as may be related to your position. The determination of your performance shall be in accordance with the Performance Management System of the Company which shall be final and binding on you. You will be expected to work extra hours to achieve this whenever the job requires. You shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof. When you accept your position at the Company, you undertake to be free from any previous employment or any other engagement.

7. No Conflict of Interest

7.1 You warrant that:

7.1.1 You have not entered into any other agreement or arrangement which may be in conflict with the terms and conditions of your internship with the Company, or which would preclude you from fully performing your responsibilities for the Company; and

7.1.2 your performance of your duties for the Company does not and will not breach any obligation wherein you have to keep in confidence any proprietary information; knowledge or data acquired by you in confidence or in trust prior to your internship with the Company; and you will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employers or others.

7.2 Your position requires a whole time internship with the Company and you shall devote yourself exclusively to the business of the Company. You shall regularly be present at the workplace of your internship with the Company. You shall not take up any other work (part time or otherwise) or work in an advisory capacity, or be engaged, concerned or interested directly or indirectly in any other trade or business during your internship with the Company. On termination of your internship, you will be bound by the restrictive covenants set out in Annex 1. The remuneration payable to you as stated in this Letter of Appointment shall be deemed to include valuable consideration in respect of covenants and undertakings given by you hereinabove in this Letter of Appointment and you hereby acknowledge and admit the adequacy and sufficiency of such consideration.

8. Protection of Interest

8.1 All rights, title and interest in any intellectual property arising out of or in connection with your internship, created or conceived in the Company's premises or using the Company's property or other proprietary rights therein, shall be the property of the Company. The Relationship Trainee hereby, without further consideration, perpetually

transfers, assigns and conveys all rights, title and interest to such property (including, but not limited to, any moral rights) worldwide that the Relationship Trainee may have or be entitled to under any law or equity whatsoever to the Company. At the Company's request, the Relationship Trainee shall cooperate with the Company in completing any filings and processes, to perfect the Company's (or its designates') ownership in intellectual property rights hereunder. The stipend payable to you hereunder is adequate compensation for such assignment and hence, you shall not be entitled to any additional payment in this regard.

9. Past Records

- 9.1 The Company reserves the rights to conduct a background check of its Relationship Trainee. If any declaration given or information furnished by you to the Company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, your internship with the Company shall be liable to be terminated without any notice and without any compensation.

10. Termination

- 10.1 Notwithstanding anything herein contained, your internship may be terminated immediately by the Company at any time without notice, if, among other things:
- 10.1.1 You disobey a lawful direction of the Company;
 - 10.1.2 Fail or neglect to efficiently and diligently carry out your duties to the reasonable satisfaction of the Company;
 - 10.1.3 In the opinion of the Company, you are found guilty of commission or omission involving moral turpitude, fraud or misconduct;;
 - 10.1.4 You commit any serious or persistent breach or non-observance of the terms, conditions or stipulations contained in this letter, or are guilty of any negligence in connection with or affecting the business or affairs of the Company;
 - 10.1.5 You remain absent from work for a continuous period of 7 (seven) days without prior permission or sanction of the Company in writing (including overstay on leave);
 - 10.1.6 You become bankrupt or have a receiving order made against you or make any general composition with your creditors or otherwise take advantage of any similar statute offering relief to insolvent debtors;
 - 10.1.7 You breach your obligations under the paragraph 7 headed 'No Conflict of Interest' or paragraph 9 headed 'Past Records' or any other material provision set

out in this letter;

10.1.8 You commit an act or acts in breach of the Company's Code of Business Conduct Policy;

10.1.9 You do not meet performance parameters after having been given opportunity to improve for a period of 15 (fifteen) days from the date of notice to improve;

10.1.10 You engage in conduct that could bring you or the Company into disrepute;

10.1.11 You are convicted of any criminal offense under the applicable Laws;

10.1.12 Become addicted to or habitually under the influence of alcohol or drug (not being a drug prescribed for you by a medical practitioner for the treatment of a condition other than drug addiction) the possession of which is controlled by law; or

10.1.13 Any act or omission on your part which is prejudicial to the interest of the Company and not in consonance with good employer and employee relations shall be considered as misconduct and/or justifiable reason for taking a disciplinary action against you and/or your dismissal and/or termination of service.

10.2 Your internship after your confirmation in the service may be terminated at any time:

10.2.1 By you giving to the Company Seven (7) days written notice; or

10.2.2 By the Company giving you 7 (seven) days' written notice.

10.3 In the event you do not provide the required notice period of 7 (Seven) days , as mentioned above, then you are liable to pay the Company the following amount as liquidated damages, which you acknowledge as fair amount of expenses that the Company has and will incur to train you:

- A sum of 7 (seven) days stipend and the project damages which the Company has incurred, if any.
- The Company shall relieve you from your internship on payment of above-mentioned amount of liquidated damages. The Company reserves its right to adjust the above sums from dues, if any, payable to you, failing which such sums will be recoverable by the Company as a debt. This sub-clause is without prejudice to the right of the Company to recover any sums or balance of the sums owed by you to the Company under the applicable laws.

- 10.4 The Company and you hereby declare, agree and confirm that the liquidated damages specified in this Clause of this undertaking are reasonable, fair and genuine pre-estimate of loss, damages and compensation that the Company is likely to suffer or incur as a result from or consequences of breach of this undertaking by you. The Company and the Relationship Trainee hereby declare, agree and confirm that the liquidated damages specified in this undertaking are not unreasonable and are not by way of penalty.
- 10.5 You acknowledge and agree that such notice is reasonable notice of termination and no other notice requirements express or implied shall apply.
- 10.6 The termination of your internship however arising shall not affect such of the terms hereof as are expressed to operate or have effect thereafter and shall be without prejudice to any right of action already accrued to the Company in respect of any breach or default by you.

11. Employment Contingency:

- 11.1 This internship offer is contingent upon satisfactory reference checks, and confirmation of prior employment/internships (as applicable) and education. The Company reserves the right to carry out reference checks and verification of your prior employment/internship dates, positions, salary drawn and other compensation and benefits information. You may be required to sign a letter permitting the Company to obtain such information from your previous employers.

12. Miscellaneous Terms and Conditions:

- 12.1 You hereby agree and undertake to immediately intimate the Company of any change in the information provided by you.
- 12.2 In addition to the aforesaid terms and conditions, you shall also be governed by the Company's Code of Business Conduct Policy, or any such directions or instructions as may be issued to you from time to time in discharge of your obligations as a Relationship Trainee of the Company. You further acknowledge that the Company reserves the right to amend the Company Policy, the Code of Business Conduct Policy and the terms and conditions of your internship from time to time in its sole and absolute discretion. Such amendments would be communicated to you by the Company in electronic form, and you acknowledge that you shall be governed by such amendments. You will adhere, at all times, to the laws and regulations of any country in which you work.
- 12.3 By signing below, you are agreeing that you have read and understood each and every provision of this Letter of Appointment and each and every provision of the Company's Code of Business Conduct Policy, and that in consideration of the Company offering you internship with the Company, you voluntarily and unconditionally agree to abide by its

terms and conditions of internship and the Company's Code of Business Conduct Policy, including its amendments thereof.

- 12.4 Your reasonable traveling and hotel expenses whilst traveling on Company's business will be paid in accordance with the Travel Policy of the Company as amended from time to time.
- 12.5 In order to maintain security, the Company reserves the right to search members of its staff, employees, Relationship Trainee, or their personal belongings and to monitor, check, record and review telephone calls, computer files, records and emails/internet activity and any other compliance, security or risk analysis checks the Company considers reasonably necessary. This will be done only under proper supervision whilst on the Company's premises.
- 12.6 If any provision of this letter shall be prohibited by or adjudicated by a court to be unlawful, void or unenforceable such provision shall to the extent required be severed from this letter and rendered ineffective as far as possible without modifying the remaining provisions of this letter and shall not in any way affect any other provisions or the validity or enforcement of this letter.
- 12.7 The failure by the Company at any time to insist on performance of any provision set out in this letter is not a waiver of its right at any later time to insist on performance of that or any other provision set out in this letter.
- 12.8 The Company will have the right to transfer and assign this letter of appointment and all covenants and agreements herein will insure to the benefit of and be enforceable by such successors and assigns. This letter of appointment is personal to you and you will not be entitled to transfer or assign it in whole or in part.

13. Disciplinary and Grievance Procedures:

- 13.1 You are subject to the Company's disciplinary and grievance procedures the current versions of which can be found on the Company's intranet. These policies are non-contractual and will be updated from time to time.
- 13.2 You shall refer any grievance concerning your employment to your line manager in the first instance. Where the grievance is against the line manager the Relationship Trainee should put their grievance in writing and submit this to Personnel or a member of the Executive Committee.
 - 13.3.1 The Company may require you to stay away from and have no contact with any premises, employees, officers, customers, clients, candidates, contractors, agents or suppliers of the Group; and

13.3.2 You shall, at the request of the Company, immediately deliver to the Company all or any property in your possession or control which belongs to the Company or which relates to the business of the Company, including without limitation all items mentioned in clause 5.2.

14. Governing Law and Jurisdiction

14.1 This Letter of Appointment and the Company's Code of Business Conduct Policy shall be governed by Indian law. The courts at Bengaluru only shall have exclusive jurisdiction in the event of any dispute arising between you and the Company in respect of or under this Letter of Appointment and/or the Company's Code of Business Conduct Policy or in any matter concerning your employment with the Company. You hereby agree to unconditionally and unequivocally submit to such exclusive jurisdiction of the courts at Bengaluru as envisaged hereinabove.

Please confirm that the above terms and conditions are acceptable to you and that you accept this appointment by signing this Letter of Appointment in duplicate.

Yours faithfully,

For Rupeek Fintech Private Ltd.



Sumit Maniyar

Founder and CEO

On signing and acceptance of this Letter of Appointment, you have consented to the Company keeping, recording and processing, both electronically and manually any appropriate data it may gather during the course of your internship. This may include sensitive personal data such as medical information, etc. You also hereby grant your unequivocal consent to the Company disclosing and transferring such data to the Group Company or third party service provider for processing or otherwise.

I agree and accept an internship with the Company on the basis of the terms and conditions mentioned in this Letter of Appointment and the Company's Code of Business Conduct Policy, which have been read, understood and accepted by me.

Signature

Name: K Varun Govil

Date

Post Termination Covenants – Annex 1

- 1.1 For the purposes of this Annex 1 the following words and expressions shall have the following meanings:
- 1.1.1 "Business" the business or businesses of the Company in or with which the Relationship Trainee has been involved or concerned during the Period within the Restricted Area.
 - 1.1.2 "directly or indirectly" acting either alone or jointly with or on behalf of any other person, firm or company, whether as principal, partner, manager, employee, contractor, director, consultant, investor or otherwise;
 - 1.1.3 "Key Personnel" any person who is at the Termination Date or was at any time during the Period employed or engaged as a recruitment consultant, a senior recruitment consultant, team leader, manager and/or a director in the Business;
 - 1.1.4 "Period" the period of 7 (Seven) days preceding the Termination Date or the date on which the Employee is placed on notice period (whichever is earlier);
 - 1.1.5 "Prospective Client" any person, firm or company who has been engaged in negotiations, with which the Relationship Trainee has been personally involved, with the Company with a view to purchasing goods and services from the Company during the Period;
 - 1.1.6 "Relevant Client" any person, firm or company who at any time during the Period was a client of the Company, with whom or which the Relationship Trainee dealt or for whom or which the Relationship Trainee was responsible on behalf of the Company at any time during the Period;
 - 1.1.7 "Relevant Candidate" any person, whose current or prospective salary is in excess of INR. 200,000 and for whom, at the Termination Date or in the nine months immediately prior to the Termination Date, the Company have found or attempted to find assignments or employment in the course of the carrying on of the Business and with whom the Employee had contact or dealings during the Period;
 - 1.1.8 "Relevant Goods and Services" the goods and services of the Company in the

supply of which the Relationship Trainee was regularly involved or concerned at any time, or about which the Employee has acquired confidential information during the Period in the Restricted Area;

- 1.1.9 "Relevant Period" the period of internship and the period of 1 (one) year from the Termination Date;
- 1.1.10 "Restricted Area" India and/or any other country in which the Employee carried out his duties to any material extent during the Period;
- 1.1.11 "Termination Date" the date on which the internship of the Relationship Trainee with the Company shall terminate.
- 1.2 The Relationship Trainee undertakes that he shall not be within the Restricted Area, during the term of internship, save with the prior written consent of the Company, engage in any trade or business which competes with the Business.
- 1.3 The Relationship Trainee shall not at any time during the Relevant Period without the prior written consent of the Company directly or indirectly, on his own behalf or on the behalf of any person, firm or company, in connection with any business which is intended to be competitive with the Business or in relation to the provision of any goods or services similar to or competitive with the Relevant Goods and Services within the Restricted Area:
- solicit the custom of; or facilitate the solicitation of; or deal with any Relevant Client; or
 - solicit the custom of; or facilitate the Solicitation of; or deal with any prospective client; or
 - facilitate the custom of; or facilitate the Solicitation of; or deal with any relevant candidate.
- 1.4 The Relationship Trainee shall not without the prior written consent of the Company directly or indirectly, on his own behalf or on behalf of any person, firm or company at any time during the Relevant Period:
- entice away from the Company; or
 - endeavor to entice away from the Company; or
 - employ or engage; or
 - endeavor to employ or engage; or

- cause breach of contract of employment by any Key Personnel; or
- The Employee acknowledges that the provisions of this clause are fair, reasonable and necessary to protect the goodwill and interests of the Company (the "Interests").

Whilst the provisions of this Annex 1 have been framed by the Company with a view to ensuring that the Interests are adequately protected taking account of the Company's legitimate expectations of the future development of the Business, it is acknowledged by the Relationship Trainee that the Business may change over time and as a result it may become necessary for the Company to amend the provisions of this Annex in order to ensure that the Interests remain adequately protected.

If any provision of this Annex 1 shall be prohibited by or adjudicated by a court to be unlawful, void or unenforceable such provision shall to the extent required be severed from this Annex 1 and rendered ineffective as far as possible without modifying the remaining provisions of this Annex 1 and shall not in any way affect any other provisions or the validity or enforcement of this Annex 1.

The Relationship Trainee acknowledges and agrees that he shall be obliged to draw the provisions of this Annex 1 to the attention of any third party who may at any time before or after the termination of the internship offer to engage the Employee in any capacity and for whom or with whom the Employee intends to work during the Relevant Period.

Please confirm that the above terms and conditions are acceptable to you and that you accept the restriction duplicate. No other representation has been made to you by the Company except those stated herein.

Yours faithfully,

For Rupeek Fintech Private Ltd.



Sumit Maniyar

Founder and CEO

I agree and accept an internship with the Company on the basis of the restrictions mentioned in this Annex 1, the terms and conditions mentioned in the Letter of Appointment and the Company's Code of Business Conduct Policy, which have been read, understood and accepted by me.

Signature

Name: K Varun Govil

Date:

Annexure

Title	Stipend	Minimum Guaranteed Bonus	Travel & Phone Allowance*	Total
Relationship Trainee	9000	2,000	1,700	12700

- MGB (Minimum Guaranteed Bonus) is governed by the MGV policy as applicable.
- Travel & Phone allowance is governed as per applicable policy.

Declaration Form

I, **K Varun Govil** , affirm the following:

Are any of your blood relatives currently employed in Federal Bank? No

If yes, please provide details

(Name and Relationship): NA no

Do you have any blood relatives currently employed in any other bank?No no

If yes, please provide details (Name of Bank, Name of Relative, Relationship): NA NA no

I understand that providing false information or failing to disclose relevant information may result in the withdrawal of any offer extended to me or termination of employment if already hired.

Candidate's Signature: **K Varun Govil**

Date: _____





Offer Letter

August 14, 2024

Dear Lalitha Balakrishna,

It has been a pleasure meeting you during the interview process and thank you for your interest in pursuing your career at PlanSource.

We are excited to extend the offer to you to join PlanSource India ("**We**" / "**Company**"). Please find below details of your offer. A detailed Employment Letter along with other documents required to be executed by you will be given to you on your joining and will supersede the terms of this Offer Letter.

Your proposed annual gross salary along with the break-up of salary is attached herewith in **Annexure - A**.

Your employment with us will entail the responsibilities as detailed in **your job description**.

You are required to indicate acceptance of this offer on or before August 14, 2024, failing which the offer stands withdrawn, unless the date is extended by us and communicated to you in writing. In the event you accept this offer, your employment with the Company will commence on September 2, 2024.

At the time of joining, you are requested to submit the copies of the documents as per **Annexure - C**.

Your employment with us will be governed by the specific terms and conditions referred to in the Employment Letter to be executed by you on the date of joining provided in this offer letter. You will also be required to execute and be bound by an Employment and Restrictive Covenants Agreement, prior to the commencement of your employment with the Company and such Agreements shall be co-extensive.

Please note that the Company reserves the right to withdraw the offer made to you at any time, without providing any reasons to you.

You shall be eligible for promotions and increments based solely on your performance and contributions to the Company at the sole discretion of the Company.

The Company reserves the right to make such inquiries, background or reference checks (including criminal background checks) and drug screening as it considers necessary. By accepting employment: (i) you consent to providing such information and documents as required by the Company for conducting the background verification; (ii) you give the right

to the Company to conduct such checks including by way of engaging third party agencies to conduct such checks; and (iii) you consent to your personal details to be used for conducting such background checks and drug screening (including providing them to the third party agencies solely for this purpose).

From the date of your joining Company you will be under probation for a period of 3 (three) months during which your performance will be monitored closely by Company. At the end of the probation period, your manager will appraise your performance after which the decision will be taken to confirm your services with Company. Upon completion of your original or extended probation period, as the case may be, if you do not receive any written confirmation from the Company, your employment shall be deemed to be confirmed with Company and you will be permanently placed on the payroll of the Company.

Probation may be extended in certain cases at the sole discretion of the Company. At any point during employment, your appointment may be terminated by either party giving a notice of 2 months in writing. Management reserves the right to decide & deduct the notice pay (gross salary) in lieu of notice period.

Please review the offer and provide your acknowledgement below as a token of your acceptance and confirming the date of joining.

We welcome you to the Company and look forward to a long and mutually beneficial association.

For PlanSource India

Manjunath Jadhav

Talent Acquisition Specialist

(The offer is computer generated, therefore does not require a signature).

Please Click in the upper-right-hand corner to acknowledge this Offer Letter.

Date of Joining: September 2, 2024

Encl:

Annexure – A (Salary Structure)

Annexure – C (Check List)

**ANNEXURE A
SALARY STRUCTURE**

Title: Associate EDI Analyst
Cost to Company CTC: 600,000

Components	Annual
Basic Salary	258,000
House Rent Allowance	103,200
Employer's PF Contribution	30,960
Special Allowance (Including FBP)*	207,840
Fixed Salary	600,000
Total Compensation	600,000

***You are eligible to opt for components below under the Flexi-Benefit Plan, which are included in your special allowance above.**

Leave Travel Allowance	21,491
Telephone & Internet Allowance***	15,000
Travel Allowance***	28,800
Meal Voucher	26,400
Children Education allowance	2,400

*****Maximum Claimable Amount.**

Benefits: In addition to the above, you will also be eligible for gratuity and insurance benefit, details of which will be provided to you on your joining.

ANNEXURE – C
Check List

1. Certificates supporting your educational qualifications along with marks sheets (10+12, Graduation, Post Graduation, Course Certifications).
2. Your latest salary slip or salary certificate.*
3. Your relieving letter from your present organization.
4. Experience Letter from your present organization.
5. Medical Certificate from a registered practitioner. **(Optional)**
6. Form 16 or Taxable Income Statement duly certified by previous employer (Statement showing deductions & Taxable Income with break-up).*
7. Four Passport Size color photograph.
8. Four Stamp Size color photograph.
9. Two Stamp Size color photograph each of the Medical Nominee. **(Optional)**
10. Valid Passport. **(Optional)**

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer.

***Originals:** Please carry all the originals for validation.



SNEX Technology Services Private Limited

Formerly known as INTL FCStone Technology Services Private Limited

CIN: U72900KA2019FTC124766

www.stonex.com

Internship Offer Letter

Date: July 19, 2024

Dear Abhiram M V,

We are pleased to offer you an internship opportunity (“**Internship Offer**”) with Snex Technology Services Private Limited (the “**Company**”). Please note that this Internship Offer is an extension of your educational learning and our goal is for you to learn more about technology and the industry.

You shall commence your internship, for a period of **9 months** starting from **20 Jan 2025 till 30 Sept 2025** (“**Internship Period**”).

On your successful completion of the Internship Period, the Company may, at its sole and absolute discretion, and subject to the Company being satisfied with your performance during the Internship Period, make a tentative offer of employment (“**Employment Offer**”) to you, subject to the terms and conditions of the Company’s policies and codes. The said Employment Offer which the Company may, at its sole and absolute discretion (and subject to the conditions mentioned above), extend to you, shall be in a form similar to the offer of employment attached hereunder as Exhibit A. It is hereby agreed and acknowledged that extending such an offer of employment is neither an obligation nor a mandate on the Company; and your engagement as an intern under the terms of this Internship Offer shall not be considered or construed as an offer or assurance of potential employment made by the Company to you.

It is hereby clarified that, during the Internship Period, you are not entitled to nor will you receive any employee related benefits which employees (full time or otherwise) of the Company receive, including, but not limited to, salary, benefits, wages, or other compensation, except as otherwise provided by the Company. Any benefits or entitlements offered to you by the Company by way of this Internship Offer is hereby made to you on an ex-gratia basis. Furthermore, any time spent by you as an intern (during the Internship Period) shall not be considered as part of your employment with the Company, should the Company choose to extend an Employment Offer to you in accordance with the terms stated herein; and any statutory or contractual related benefits and entitlements concerning your employment with the Company shall be calculated only as of the date of your commencement of employment with the Company (as specified under the Employment Offer or employment agreement entered between you and the Company).

We are pleased to offer the following stipend during the period of internship: INR [30,000] (“**Stipend Amount**”). The Stipend Amount shall be subject to the applicable deduction of tax at source, where required under applicable law, and you shall be eligible for approved holiday pay, vacation pay and sick leave.

Please note that your Internship is subject to you signing a separate Proprietary Information and Inventions Assignment Agreement attached herewith as **Exhibit B** and sharing the same with the Company before commencing your internship. During your Internship Period, you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of the internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

This letter is issued to you with the understanding that all information furnished by you in the internship application submitted by you to the Company is true and accurate. If the information provided by you while seeking this internship opportunity with the Company is not found to be correct and/or true and/or if it is found that you have knowingly suppressed any information from the Company, the Company hereby retains the right to withdraw this Internship Offer before you commence your internship, or at any time thereafter during the Internship Period, immediately and without payment of any stipend. Furthermore, the Company will have the right to terminate this Internship Offer, with or without cause, immediately and without notice, at any time before or during the Internship Period, including for reasons such as your performance or conduct not fitting the standards of the Company. It is hereby expressly clarified that the Company shall not extend any offer of employment to you if this Internship Offer is terminated (in accordance with the terms and conditions stated herein).

You hereby agree to indemnify on demand, hold harmless, and defend the Company, and its officers, directors, and employees from and against any and all claims, actions, demands, suits, proceedings, liens, encumbrances, fines, penalties, losses, liabilities, damages, settlements, expenses and costs including attorneys' fees and court costs including but not limited to any claims which arise out of or relate to any gross negligence or willful misconduct, arising from or relating to your internship with the Company.

By accepting this Internship Offer, you agree that throughout the Internship Period, you will observe all policies and practices as in force from time to time governing the conduct of the Company's business and interns, including but not limited to policies prohibiting discrimination and harassment. This Internship Offer sets forth the complete nature of the internship we are extending to you and supersedes and replaces any prior inconsistent statements or discussions; and the terms herein may be amended or modified only by a subsequent written communication from the Company to you.

This Internship Offer shall be governed by and construed under the laws of India. You hereby expressly consent to the exclusive jurisdiction of the courts in [Bangalore, Karnataka] to settle any disputes which may arise from this Internship Offer. You further acknowledge that damages will not be an adequate remedy in the event of any breach of your obligations under this Internship Offer; and agree that the Company shall be entitled (without limitation of any other rights or remedies otherwise available) to obtain injunctive or equitable relief from any court of competent jurisdiction.

We hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this Internship Offer by signing below and returning the same to HR on or before **19 July 2024**.

Your place of internship shall be **Bangalore**.

If you have any questions, please do not hesitate to contact HR at Mowsumi.mandal@stonex.com
& Mayuri.jain@StoneX.com

Yours sincerely,

Molly Thomas

Director – Global Talent Acquisition Programs

For SNEX Technology Services Private Limited

I accept the internship opportunity with the Company on the terms and conditions set out in this Internship Offer.

Name _____

Signature _____

Date _____

Correspondence Address: Offices No.03A101 to 03A118,
37 Cunningham by MFAR, 6th Floor Cunningham Rd, SRT Road, Vasanth Nagar, Bengaluru Karnataka, India



SNEX Technology Services Private Limited
Formerly known as INTL FCStone Technology Services Private Limited
CIN: U72900KA2019FTC124766
www.stonex.com

EXHIBIT A
EMPLOYMENT OFFER

Pay Heading	Amount (INR)
Basic Pay	400,000
Other Allowances	400,000
Annual Base Salary	800,000
Insurance	30,000
*Bonus	80,000
**Gratuity	19,231
***Optional Accommodation	75,000
Total Annual CTC	1,004,231

Correspondence Address: Offices No.03A101 to 03A118,
37 Cunningham by MFAR, 6th Floor Cunningham Rd, SRT Road, Vasanth Nagar, Bengaluru Karnataka, India



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EXHIBIT B PROPRIETARY INFORMATION AND INVENTIONS AGREEMENT

In consideration of, and as a condition of my internship with SNEX TECHNOLOGY SERVICES PRIVATE LIMITED (the “**Company**”), **starting effective 20 Jan 2025** and the Stipend Amount paid to me, I hereby agree to the following terms which I understand form part of my Internship Offer and are incorporated by reference therein:

1. DEFINITIONS IN THIS AGREEMENT

“Company Invention” means any Invention (as defined below) made, authored, conceived, developed or reduced to practice by me, either alone or jointly with others, during the period of or in the course of my internship with the Company (whether or not during working hours or using Company premises or resources);

“Internship Offer” means the principal offer of internship preceding this Exhibit A setting out the terms and conditions of the internship, entered into on or around the date of this agreement and which incorporates the terms of this agreement;

“Group Company” means the Company and any group undertaking (as such term is defined in the applicable law) in any jurisdiction from time to time;

“Invention” means any invention, idea, discovery, designs, development, formulas, improvement, techniques, process or innovation, systems, devices, instruments, products whether or not patentable or capable of registration and whether or not recorded in any medium, together with any other works including, but not limited to, works of authorship, source and object codes, databases, mask works, trade secrets, trade marks, service marks, logos, designs, intellectual properties, computer programs, prototypes computer programs, specifications, plans, records, models, drawings, documentation and photographs, other forms of technology and general intangibles of like nature, developed by me during the course of internship with the Company;

“Proprietary Information” means (a) any and all data or information relating to the business, finances, dealings, budgets, cost of production, prices, financial statements or other financial data, volumes of sales, promotional methods, transactions and affairs of the Company or any Group Company including price and cost information, discount, structures, sales statistics, business plans and programs, marketing and selling plans, business opportunities, expansion plans, marketing surveys, research and development projects, formulae, Inventions, designs, discoveries, know-how, methods, processes, techniques, patterns, sequences, trade secrets, technical data, materials, compilations, business forms and operating procedures, disclosures, policies, licenses and practices; (b) names, addresses and contact details of customers or clients or potential customers or

clients; (c) analyses made, or views taken, by the Company or any Group Company in respect of the business, finances, dealings, transactions and affairs of the Company or any Group Company, any customer or client or potential customer or client or any supplier or potential supplier of the Company or any Group Company or any other third party; (d) information in respect of which the Company or any Group Company is bound by an obligation of confidentiality to a third party; (e) information regarding the skills and compensation of other employees or consultants of the Company or any Group Company; and (f) any information which ought reasonably to be regarded as confidential;

“Relevant Period” means the period of twelve (12) months immediately prior to the Termination Date (as defined below);

“Termination Date” means the date on which my internship with the Company terminates for whatever reason; and

“Territory” means any country in which at the Termination Date the Company or any Group Company carries on business or proposes to carry on business.

2. NONDISCLOSURE OF PROPRIETARY INFORMATION.

2.1 Non-Disclosure or Use. At all times during my internship and thereafter, I will hold in the strictest confidence and will not disclose, use, lecture upon or publish any Proprietary Information, in any form or for any purpose, except as such disclosure, use, lecture or publication (a) may be required for the purpose of my work for the Company, (b) is expressly authorized by the Company in writing, or (c) is required by law, provided that, if I am required by law to disclose, use, lecture or publish any Proprietary Information, however, I may disclose Proprietary Information in accordance with a judicial or other governmental order, provided I: (a) promptly notify the Company of such order prior to such disclosure; and (b) provide commercially reasonable assistance to the Company in obtaining a protective order preventing or limiting such disclosure or requiring that the Proprietary Information so disclosed is used only for the purposes for which such order was issued. Further, I will promptly notify the Company, and reasonably cooperate in any effort by the Company to prevent or limit such disclosure, use, lecture or publication. Furthermore, I will obtain the Company’s written approval before publishing or submitting for publication any material (written, verbal, or otherwise) that relates to my work at or for the Company and/or incorporate any Proprietary Information. I acknowledge that all Proprietary Information shall be the sole property of the Company and its successors and assigns. I acknowledge and agree that I shall be receiving Proprietary Information from the Company in trust, and any violation of my obligations under this agreement shall constitute a breach of trust.

2.2 Third Party Information. I understand, in addition, that the Company has received and in the future will receive from third parties confidential or proprietary information (“Third Party Information”) subject to a duty on the Company’s part to maintain the confidentiality of such information and to use it only for certain limited purposes as per company directions. At all times during my internship and thereafter, I will treat Third Party Information as I treat Proprietary Information, and in addition I will not disclose, use, reproduce or deliver Third Party Information except as permitted by the Company’s agreement with the applicable third party and by this agreement.

2.3 No Improper Use of Information of Prior Employers and Others. I will not use in the performance of my duties for the Company, and I will not disclose to anyone at the Company or any Group Company nor bring to the Company, any proprietary or confidential information of any former employer or third party without their prior written authorization.

2.4 Confidentiality of Proprietary Information. For the purpose of this Agreement, Proprietary Information, does not include information which I can clearly prove: (i) is readily available to the public in the same form through no fault of myself; (ii) did not originate from the Company and was lawfully obtained by me in the same form from an independent third party without any restrictions on use or disclosure; (iii) did not originate from the Company and was in my possession in the same form prior to disclosure to me by the Company; or (iv) is independently developed by me without access to any Proprietary Information, as evidenced by my written records.

3. INVENTIONS.

3.1 Proprietary Rights. The term “**Proprietary Rights**” shall mean all intellectual property rights arising from or related to the Inventions, including, but not limited to, patents, copyrights, trademarks, trade name rights, domain name rights, mask work rights, utility rights, design rights, rights in computer software and database rights whether or not any of these are registered and including applications and rights to apply for registration of any such thing), rights in confidential information and trade secrets, and any other intellectual property rights or forms of protection of a similar nature or having equivalent or similar effect to any of these intellectual property rights, throughout the world.

3.2 Prior Inventions. I understand that Inventions, if any, which I conceived, developed, and own prior to the commencement of my internship with the Company are excluded from the scope of the assignment set forth in Section 3.3. I have set forth in **Appendix A** attached hereto a complete list of all Inventions that I have, alone or jointly with others, conceived, developed or reduced to practice or caused to be conceived, developed or reduced to practice, and own, alone or jointly with others, prior to the commencement of my internship with the Company, that I wish to have excluded from the scope of this agreement because I consider them to be my property or the property of third parties (collectively referred to as “**Prior Inventions**”). If disclosure of any such Prior Invention would cause me to violate any prior confidentiality agreement, I understand that I am not to list such Prior Inventions in Appendix A but am only to disclose a cursory name for each such Prior Invention, a listing of the party(ies) to whom it belongs and the fact that full disclosure as to such Prior Invention has not been made for that reason. A space is provided on Appendix A for such purpose. If no such disclosure is attached, I represent that there are no Prior Inventions. If, in the course of my internship with the Company, I incorporate a Prior Invention into a Company product, process or machine, I hereby grant to the Company (and the Company shall have) a non-exclusive, royalty-free, irrevocable, perpetual, worldwide license (with rights to sublicense through multiple tiers of sublicensees) to reproduce, modify and otherwise prepare derivative works based upon, display and perform (publicly or otherwise), distribute, make, have made, offer to sell, sell, import, export, and otherwise use and practice such Prior Invention. Notwithstanding the foregoing, I agree that I will not incorporate, or permit to be incorporated, Prior Inventions in any Company product, process or machine or any Company

Inventions without the Company's prior written consent and without violating any rights of third parties in the Prior Inventions. I confirm that the licensed rights, if any, that vest with Company as mentioned under this Section 3.2, shall not lapse nor shall the rights licensed therein revert to me if the Company does not exercise the licensed rights within a period of one (1) year or for any period from the date of granting the license under the provisions of Section 30A of the Copyright Act, 1957 or any other similar provision under any law.

3.3 Assignment of Inventions. I acknowledge and agree that any copyrightable works prepared by me within the scope of my internship with the Company will be "works made for hire" and that the Company will be considered the author and exclusive owner of such copyrightable works. Subject to Section 3.2, I acknowledge that all Proprietary Rights shall automatically belong to the Company, from creation for the full term of those rights, to the fullest extent permitted by law. To the extent that such Proprietary Rights do not vest in the Company automatically: (i) I hereby irrevocably and absolutely assign in perpetuity and throughout the world and agree to assign in the future, for perpetuity and throughout the world (when any such Proprietary Rights are conceived, developed, first reduced to practice or first fixed in a tangible medium, as applicable) to the Company all right, title and interest in and to any and all such future Proprietary Rights and Company Inventions (and all Proprietary Rights with respect thereto) and (ii) I will hold such Proprietary Rights in trust for the Company and hereby grant to the Company an exclusive, royalty free licence to use such property in its discretion until such Proprietary Rights fully vests and are assigned to the Company. I acknowledge and agree that the stipend payable to me by the Company under the Internship Offer, is sufficient consideration for assignment of Proprietary Rights and grant of licenses, under this Section 3. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957 of India, I agree that any assignment in so far as it relates to copyrightable material shall not lapse nor shall the rights transferred therein revert to me, even if the Company does not exercise the rights under the assignment within a period of one (1) year or for any period from the date of assignment. Under Section 19A of the Copyright Act, 1957 of India, I hereby waive in favour of the Company, irrevocably and unconditionally, all present and future moral rights in which form part of the Proprietary Rights or the Company Inventions and agree not to support, maintain, or permit any claim before the Copyright Board or any other forum for infringement of moral rights in such copyright works. I acknowledge that, because of the nature of my duties and the particular responsibilities arising from such duties, I have, and shall at all times while I am interning at the Company, a special obligation to further the interests of the Company.

3.4 Obligations. I agree not to attempt to register any Proprietary Rights nor patent any Company Inventions unless requested to do so by the Company in writing. Further, during the period of my internship and for six (6) months after termination of my internship with the Company, I will promptly disclose to the Company fully and in writing all Proprietary Rights and Inventions made, authored, conceived, developed, or reduced to practice by me, either alone or jointly with others. In addition, I will promptly disclose to the Company all patent applications filed by me or on my behalf within a year after termination of my internship with the Company.

3.5 Government or Third Party. agree to assist the Company with any assignment of any particular Proprietary Rights and Company Invention to a third party, as directed by the Company in writing.

3.6 Enforcement of Proprietary Rights. I will assist the Company in every proper way to obtain, and from time to time enforce, Proprietary Rights and Company Inventions in any and all countries and jurisdictions, including to such extent where the Inventions created by me do not automatically vest with the Company. I will execute, verify, and deliver such documents and perform such other acts (including appearances as a witness) as the Company may reasonably request for use in applying for, obtaining, perfecting, evidencing, sustaining, and enforcing such Proprietary Rights and the assignment thereof. In addition, I will execute, verify, and deliver confirmatory assignments of such Proprietary Rights to the Company or its designee. My obligations under this Section 3.6 shall continue beyond the termination of my internship. In the event the Company is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraph, I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and on my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of this agreement with the same legal force and effect as if executed by me.

3.7 I acknowledge that, except as provided by law, no further remuneration or compensation, other than the Stipend Amount provided to me under my Internship Offer, is or may become due to me in respect of my compliance with this Section 3.

4. RECORDS I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Company) of all Proprietary Information and Proprietary Rights developed by me and all Inventions made by me, on my own or in connection jointly with others, during the period of my internship with the Company, which records shall be available to the Company for inspection and remain the sole property of the Company at all times.

5. No Conflicting Obligation. I represent that my performance of all the terms of this agreement and as an intern of the Company does not and will not breach any agreement to keep in confidence information acquired by me prior to my internship with the Company. I have not entered into, and I agree I will not enter into, any agreement, either written or oral, in conflict with this Section.

6. Return of Company Property. On the termination of my internship with the Company, or earlier, at the Company's request, I will deliver to the Company any and all tangible property (including, but not limited to, computers, phones, tablets, credit cards, entry cards, identification badges and keys) and any drawings, notes, memoranda, specifications, devices, formulas, and documents, together with all copies thereof, including translations, and any other material containing or disclosing any Company Inventions, Third Party Information and/or Proprietary Information, Proprietary Rights authored, conceived, developed or reduced to practice by me, either alone or jointly with others, during the period of my internship with the Company (whether or not during working hours or using Company premises or resources), whether stored in paper or electronic form (including on any computer, phone, tablet, USB drive, or cloud storage, such as DropBox, personal email, IM or other communications accounts). I further agree that any property situated on the Company's premises or systems and owned or operated by or on behalf of the Company, including disks, CDs and other storage media, email accounts, virtual file storage, filing cabinets or other work areas, is subject to inspection by Company personnel at any time with or

without notice. Prior to leaving, I will cooperate with the Company in completing and signing the Company's Termination Certification as provided in Appendix B.

7. Legal and Equitable Remedies. I acknowledge that the Company would suffer irreparable harm if I breached the terms of the Internship Offer including this Agreement. Since my services are personal and unique and because I may have access to and become acquainted with the Proprietary Information and Proprietary Rights of the Company, the Company shall have the right to enforce this agreement and any of its provisions by injunction, specific performance or other equitable relief, and without prejudice to any other rights and remedies that the Company may have for a breach of this agreement.

8. Notices. Any notices required or permitted hereunder shall be given to the Company, c/o Human Resources, at 37, 6th and 7th floor, Cunningham Road, Sampangi Ramaswamy Temple Road, Vasanthnagar, Bengaluru - 560052, Karnataka, India, or at such other address as either party shall specify in writing to the other (delivered in accordance with the terms of this Section). Such notice shall be deemed given upon personal delivery to the appropriate address or if sent by certified or registered mail, three (3) days after the date of mailing.

9. Notification of New Employer. In the event that I leave the internship of the Company, I hereby consent to the Company or its agent notifying my new employer of my rights and obligations under this agreement.

10. GENERAL PROVISIONS.

10.1 Governing Law; Jurisdiction. This agreement (and any disputes arising out of or in connection with it or its subject matter or formation, including non-contractual disputes or claims) will be governed by and construed in accordance with the laws of India and the parties hereby expressly submit to the exclusive jurisdiction of the courts of Bangalore, India.

10.2 Severability. In case any one or more of the provisions contained in this agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions of this agreement, and this agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. If moreover, any one or more of the provisions contained in this agreement shall for any reason be held to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law as it shall then appear.

10.3 Third Party. I acknowledge that the restrictions in this agreement are given for the benefit of the Company and each Group Company and may be enforced by the Company on behalf of all or any of them. The Company may also assign the benefit of any of the provisions of this agreement to any Group Company. Save for any Group Company, the parties do not intend any third party to have the right to enforce any provision of this agreement.

10.4 Survival. The provisions of this agreement shall survive the termination of my employment and the assignment of this agreement by the Company to any successor in interest or other assignee.

10.5 **Internship.** I agree and understand that nothing in this agreement shall confer any right with respect to continuation of my internship by or assurance of any employment opportunity with the Company, nor shall it interfere in any way with my right or the Company's right to terminate my internship at any time, with or without cause, and with or without notice.

10.6 **Waiver.** No waiver by the Company of any breach of this agreement shall be a waiver of any preceding or succeeding breach. No waiver by the Company of any right under this agreement shall be construed as a waiver of any other right. The Company shall not be required to give notice to enforce strict adherence to all terms of this agreement.

10.7 **Acknowledgement.** I acknowledge that I have read and understood all of the terms and provisions of this agreement.

10.8 **Counterparts.** This agreement may be executed in any number of counterparts, each of which, when executed, shall constitute a duplicate original, but all the counterparts shall together constitute the one agreement.

10.9 **Entire Agreement.** The obligations pursuant to Sections 2 and 3 of this agreement shall apply to any time during which I previously interned, employed or engaged, or am in the future interning, employed or engaged, by the Company as an intern, employee or consultant if no other agreement governs Proprietary Rights, non-disclosure and assignment of inventions during such period. This agreement and the Internship Offer is the final, complete, and exclusive agreement of the parties with respect to the subject matter hereof and supersedes all prior discussions between us. No modification of or amendment to this agreement, nor any waiver of any rights under this agreement, will be effective unless in writing and signed by the parties. Any subsequent change or changes in my duties, salary or compensation will not affect the validity or scope of this agreement. This agreement shall be effective as of the first day of my internship with the Company.

I HAVE READ THIS AGREEMENT CAREFULLY AND UNDERSTAND ITS TERMS. I HAVE COMPLETELY FILLED OUT EXHIBIT A TO THIS AGREEMENT.

Signed and delivered by:

Abhiram M V

Full name of Intern

_____ (sign)

_____ (sign)

ACCEPTED AND AGREED TO:

SNEX TECHNOLOGY SERVICES PRIVATE LIMITED

SIGNED by [●], the duly authorised representative of the Company for and on behalf of the Company on this [●] day of [●], 2024.



SNEX Technology Services Private Limited
 Formerly known as INTL FCStone Technology Services Private Limited
 CIN: U72900KA2019FTC124766
 www.stonex.com

APPENDIX A
PRIOR INVENTIONS

The Chief Executive Officer
 SNEX TECHNOLOGY SERVICES PRIVATE LIMITED

Dear Madam/ Sir,

1. Except as listed in Section 2 below, the following is a complete list of all inventions or improvements relevant to the subject matter of my internship at SNEX Technologies Services Private Limited that have been made or conceived or first reduced to practice by me along or jointly with others prior to my internship with the Company:

- No invention or improvements (✓/x)
- See below (✓/x)

- Whether Additional Pages Attached (✓/x)

2. Due to a prior legal obligation, I cannot complete the disclosures under Section 1 above with respect to Prior Inventions or Works generally listed below, the proprietary rights and duty of confidentiality with respect to which I owe to the following parties:

No.	Prior Invention or Works	Parties	Relationship
1.			
2.			
3.			

The above facts and information are true and correct to the best of my knowledge and belief.

Yours faithfully

Name _____

Signature _____

Intern Number _____

Date _____

Correspondence Address: 37, 6th and 7th floor, Cunningham Road, Sampangi Ramaswamy
Temple Road, Vasanthnagar, Bengaluru - 560052, Karnataka, India



SNEX Technology Services Private Limited
Formerly known as INTL FCStone Technology Services Private Limited
CIN: U72900KA2019FTC124766
www.stonex.com

APPENDIX B
TERMINATION CERTIFICATION

This is to certify that I do not have in my possession, nor have I failed to return, any papers, records, data, notes, app, equipment, designs, computer programs, and other materials, including reproductions of any of the aforementioned items, belonging to SNEX Technologies Services Private Limited, its subsidiaries, group companies, affiliates, successors, or assigns (together, the “**Company**”).

I further certify that I have complied with all the terms of the Proprietary Information And Inventions Agreement executed between me and the Company, including the reporting of any Inventions, Proprietary Information and works (as defined therein) conceived or made by me (solely or jointly with others) covered by the agreement.

I further agree that, in compliance with the agreement, I will continue to abide by the terms of this agreement to the extent required after termination of my internship and in particular, will continue to keep confidential, all Company Proprietary Information.

I hereby affirm that the following, by way of illustration and not limitation, are Inventions, Proprietary Information and works to which I may have contributed during my internship and that these Inventions, Proprietary Information and works belong exclusively to the Company and the terms of this agreement shall apply accordingly for enforcement of the Proprietary Rights (as defined therein.)

- No invention or improvements (✓/x)
- See below (✓/x)

Whether Additional Pages Attached (✓/x)

Date _____

Intern's Signature _____

Intern's Name _____

Intern's Number _____

Correspondence Address: 37, 6th and 7th floor, Cunningham Road, Sampangi Ramaswamy
Temple Road, Vasanthnagar, Bengaluru - 560052, Karnataka, India



The Pearl, 1537, 5th Main Rd,
Rajiv Gandhi Nagar, Sector 7, HSR
Layout, Bengaluru -560102
<https://maps.app.goo.gl/9G9pNvJmeXFhXxCr5>
Ashish@codeyoung.com

Employment Offer and Employment Agreement

28th Dec 2023,

Dear Pankush Jain,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as an Employment Agreement. Your date of joining is **15th January 2024**.

1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same/similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment. For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

2. Probation/ Training

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 20000/month (Twenty Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.



JOB TITLE: International Sales Specialist

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

3. COMPENSATION

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

4. SALARY REVISIONS

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

5. DEDUCTIONS FROM PAY

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.



6. HOURS OF WORK

Your usual working hours shall be 10pm to 7am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

7.ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

8.PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required fromtime to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

10. RULES AND REGULATIONS

Codeyoung is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and
or

being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .



Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

12. PROTECTION OF PERSONAL DATA

The Codeyoung adopts industry-standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected. Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority



- Do not access information or systems not directly relevant to each task
- Do not treat personal data carelessly
- lock all printouts away when not in use
- Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, poor work performance, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, poor work performance, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances require. During the notice period it is mandatory to deliver at least 80% of your target for successful relieving. The company reserves all the rights to withhold your relieving documents and full and final settlement in case of unsatisfactory or poor work performance, breach of policies, misconduct, or any other disciplinary issues during the notice period.

16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.



17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities

20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.



21. AMENDMENTS

All enclosures herewith are deemed part of your employment agreement with the Company. Please note that the Company reserves all rights to modify, amend, or introduce new policies, procedures, or guidelines as deemed necessary to fulfill business requirements. These changes may occur at any time and without prior notice. The Company will make reasonable efforts to communicate such changes, but it is understood that it is the employee's responsibility to stay informed and comply with the updated policies and procedures. The Company will not be liable for any losses or damages incurred as a result of changes to policies or procedures.

22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable



CONFIRMATION OF ACCEPTANCE

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

Shailendra Dhakad

Director

Codeyoung



HR 2.01 F5 -- Acceptance of Software and Systems usage.

To

Codeyoung

(“The

company”)

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:



HR 2.01 F6 – Data Protection Declaration

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).
2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.
3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.
4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):
5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;
 - a. Codeyoung staff training video on data protection;
 - b. Security procedures specific to the building where I am to carry out my assignment; and Codeyoung staff handbook.



6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE



DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed _____

Name _____

Codeyoung Dept. / Job title_

Date _____



INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.



I Pankush Jain,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept and agree to comply with all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE



HR 2.01 F10 – Data Consent Form

Personal data - Consent

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analyzed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry-standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

HR 2.01 F10 – Data Consent Form

The CTC provided by the company will be **INR 7,36,000 per annum**. **INR 4,36,000** is fixed (per annum) and **INR 300,000** is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a monthly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- Subject to deductions for Employee’s contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹200,000	₹16,667
2	House Rent Allowance	₹80,000	₹6,667
3	LTA	₹20,000	₹1,667
4	Special Allowances	₹76,600	₹6,383
5	Night Allowance	₹36,000	₹3,000
	Gross Salary	₹412,600	₹34,383
	Employer Contribution to PF	₹23,400	₹1,950
A	CTC Total	436,000	36333
	Deductions		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
3	Health Insurance	₹4,800	₹400
B	Total Deductions	₹28,800	₹2,400
A - B	Net Salary	₹383,800	₹31,983

With regards,
 Shailendra Dhakad
 Director Codeyoung



Skillvert
Edutech Pvt Ltd.

Offer Letter

Jan 12 2024

SVI0054

Dear **Vishwas Barker**,

We're excited to offer you the role of **Business Development Associate** at Skillvert EdTech PVT LTD.

We believe you're a great match for the **Internship Business Development Associate** position. In this position, You will start on **Jan 16 2024** and report directly to **Nidhi Satish Tiwari** at **#17/1, SVR KALPAVRUKSH 2ND FLOOR, BELLANDUR GATE OPPOSITE COTTON QUEST, AMBALIPURA, NEAR HDFC BANK, SARJAPUR ROAD, BENGALURU 560102**. Your official training will start on **Jan 26 2024** and your training period will end on **Apr 26 2024**. You will be expected to work from **In-Office**.

Your starting base stipend is **15000** that will be paid on a monthly basis. In addition, we are offering benefits such as **One week off**. The benefits package will be explained in more detail during the onboarding process and later on **page 2**.

Your employment with Skillvert EdTech PVT LTD will be on an at-will status. It means that the company can terminate the employment for whatever reason and at any time.

Should you accept his job offer, please sign and return this letter on or before **Jan 16 2024**.

If you have any questions, please contact us at support@skillvert.com. We are excited to have you on our team and we look forward to working with you!

Best,

VISHWAS.R.B

Employee's Name:

Date: 16/1/2024

Vishwas.
Barker

Employee's Signature:

Terms and conditions

- This is a target oriented job, your monthly target will be **180000/-** only.
- If you do not complete your target then you will have deductions based on various factors like attendance and target incompleteness.
- To avail your salary without deduction you must generate at least 50% revenue of your target on a monthly basis.

Benefits and perks

- Rewards and vouchers for highest revenue generation.
- Certificate of appreciation.
- Free course claim for top 3 performers.
- Surprise gift for top performer of the month.

Eligibility for benefits and perks

- For internet and mobile bills reimbursement, employees should do a minimum of 1L Rs revenue in a month.
- At Least 2.5L revenue generation is required.
- Only the top 3 performers will get a certificate of appreciation.
- Employees can only claim 1 course in a month, also he/she should be in the top 3 performers.

Privacy and Policy

Effective Date: Jan 16 2024

At Skillvert, we are committed to protecting the privacy and security of our employees' personal information. This Privacy Policy outlines the types of personal information we collect from our employees, how we use, disclose, and protect that information, and the rights and choices employees have concerning their personal data.

1. Information We Collect:

We collect various types of personal information from our employees in connection with their employment relationship. This may include but is not limited to:

- Contact information (name, address, phone number, email address)
- Employment history and qualifications
- Compensation and benefits information
- Performance evaluations and feedback
- Emergency contact details
- Tax-related information
- Bank account details for payroll purposes
- Photographs and identification documents
- Any other information necessary for employment-related purposes

2. How We Use Your Information:

We use the personal information collected from employees for legitimate business purposes, including:

- Managing and administering employment relationships
- Processing payroll and benefits
- Providing employee training and development opportunities
- Monitoring and evaluating job performance
- Communicating important company updates and policies
- Complying with legal obligations
- Protecting company assets and intellectual property
- Investigating and responding to workplace incidents and grievances

3. Disclosure of Information:

We may share employees' personal information with:

- Third-party service providers who assist us in HR and payroll services
- Government agencies for tax and legal compliance
- Law enforcement or regulatory authorities when required by law
- Auditors and legal advisors

4. Data Security:

We implement technical and organizational measures to safeguard employees' personal information from unauthorized access, disclosure, alteration, and destruction. Access to personal data is restricted to authorized personnel only.

5. Data Retention:

We retain employees' personal information for as long as necessary to fulfill the purposes for which it was collected, comply with legal obligations, and address any disputes or concerns.

6. Employee Rights:

Employees have the right to:

- Access their personal information held by the Company
- Correct inaccuracies in their personal information
- Request the deletion of their personal information under certain circumstances
- Object to the processing of their personal information in certain situations
- Lodge complaints with the appropriate data protection authority

7. Changes to the Privacy Policy:

We may update this Privacy Policy periodically to reflect changes in our practices or legal requirements. Employees will be notified of any material changes.

8. Contact Information:

If you have any questions, concerns, or requests regarding your personal information or this Privacy Policy, please contact our HR department at [HR contact information].

By continuing your employment with Skillvert, you acknowledge that you have read and understood this Privacy Policy and consent to the collection, use, and disclosure of your personal information as described herein.

Also fill this form and upload all the documents necessary to the given link below:

<https://forms.gle/Wi5NR7K4CY5in8Rq5>

Use the link below if above is not working

https://docs.google.com/forms/d/e/1FAIpQLSdPzkITjht9eq3BROff6pJmqVrw63BT7ojZU2dsaWnhUVgsg/viewform?usp=sf_link

Employee's Name:

Date:

Employee's Signature:

This Privacy Policy is effective as of the date first written above.



OL No: SMED0321

2 Nov 2024

Sub: Offer of Appointment

Dear **Sachin K N**,

We congratulate you for being selected for a **Business Growth Specialist Trainee** with **SmartED (USNG LearnSpace Edtech PVT LTD) Edutech Pvt. Ltd.** "at will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Growth Specialist**

On Job Training: **5 Dec 2024 to 14 Dec 2024**

Start Date: **15 Dec 2024**

Stipend: **₹15000** Per Month + **₹10000** as incentives (Subject to statutory deductions)

CTC: **₹4 LPA to ₹6 LPA (Upon successful completion of Training)**

OJT: **10 Days (unpaid).**

Probation: **3 months.**

Target: **₹100000 per month.**

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the **<hr@smarted.pro>** within **24 hours from the receipt of this mail.** **The offer shall stand automatically withdrawn without further action on the part of SmartED (USNG LearnSpace Edtech PVT LTD) if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with SmartED Edutech, and will report on or before **5 Dec 2024.**

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

3rd Floor, K.S Arcade, No. 32, 9th Main, (Near HSR Empire)
HSR Layout, Sector 6, Bangalore Karnataka - 560102
CIN- U85307AP2023PTC111629

www.smarted.in

E-mail: hr@smarted.pro

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees. Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

3rd Floor, K.S Arcade, No. 32, 9th Main, (Near HSR Empire)
HSR Layout, Sector 6, Bangalore Karnataka - 560102
CIN- U85307AP2023PTC111629

www.smarted.in

E-mail: hr@smarted.pro

ANNEXURE

1. Professional / Educational Certificates and Mark Sheets towards:

- 10th standard or equivalent examination (Submission to HR)

2. Two Colour scanned copy of your photographs

3. PAN Card, Voter ID or Driving Licence Scanned Copy.

4. Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

3rd Floor, K.S Arcade, No. 32, 9th Main, (Near HSR Empire)
HSR Layout, Sector 6, Bangalore Karnataka - 560102
CIN- U85307AP2023PTC111629

www.smarted.in

E-mail: hr@smarted.pro

OFFER LETTER

Dear SP Samrat,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **INTERNZ LEARN** as a **Business Development Trainee**.

We believe you will be an excellent addition to our team and we are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with INTERNZ LEARN:

Date of Joining : 26th July 2024.

Training Period : **26th July to 4 August 2024 (UNPAID)**

Probation Start Date: **4 August 2024**

Probation End Date: **4 Nov 2024**

Location of Training: Bangalore

Designation : Sales BDA

Stipend during probation : INR 18k FIXED

TARGET – 1,50,000 /-

Full time - 3LPA to 5 LPA (depends on performance)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Internz Learn, and will report on or before **26th July 2024**.

NAME IN CAPITALS: _____

DATE: _____

(Candidate's Signature) _____

1st Floor, Novel Tech Park, Kudlu Gate, Garvebhavipalya, Bengaluru – 560068 Karnataka.

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.

-Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.

- All your information will be safe and confidential with Intern Learn. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Internz Learn for both yours and Internz Learn's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Internz Learn.
- The stipend cycle will start along with your Probation and is completely based on performance. Please indicate your acceptance of this offer by signing below.

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

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

ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

NAME: _____

DATE: _____

(Candidate's Signature)



The Pearl, 1537, 5th Main Rd,
Rajiv Gandhi Nagar, Sector 7, HSR
Layout, Bengaluru -560102
[https://maps.app.goo.gl/9G9pNvJm
eXFhXxCr5](https://maps.app.goo.gl/9G9pNvJm
eXFhXxCr5).
Ashish@codeyoung.com

Employment Offer and Employment Agreement

28th Dec 2023,

Dear Suresh R,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as an Employment Agreement. Your date of joining is 15th January 2024.

1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same/similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

2. Probation/ Training

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 20000/month (Twenty Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.



JOB TITLE: International Sales Specialist

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

3. COMPENSATION

Your remuneration shall be as per Annexure titled "Compensation"

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

4. SALARY REVISIONS

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

5. DEDUCTIONS FROM PAY

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.



6. HOURS OF WORK

Your usual working hours shall be 10pm to 7am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

10. RULES AND REGULATIONS

Codeyoung is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and
or

being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .



Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

12. PROTECTION OF PERSONAL DATA

The Codeyoung adopts industry-standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected. Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

Codeyoung

- Do not access information or systems not directly relevant to each task
- Do not treat personal data carelessly
- lock all printouts away when not in use
- Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, poor work performance, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of 1 month from the Company, or pay in lieu of notice period.

In the event of misconduct, poor work performance, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances require. During the notice period it is mandatory to deliver at least 80% of your target for successful relieving. The company reserves all the rights to withhold your relieving documents and full and final settlement in case of unsatisfactory or poor work performance, breach of policies, misconduct, or any other disciplinary issues during the notice period.

16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of 2 months' notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.



17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities

20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regard less of the reason for termination of your engagement with Codeyoung.



21. AMENDMENTS

All enclosures herewith are deemed part of your employment agreement with the Company. Please note that the Company reserves all rights to modify, amend, or introduce new policies, procedures, or guidelines as deemed necessary to fulfill business requirements. These changes may occur at any time and without prior notice. The Company will make reasonable efforts to communicate such changes, but it is understood that it is the employee's responsibility to stay informed and comply with the updated policies and procedures. The Company will not be liable for any losses or damages incurred as a result of changes to policies or procedures.

22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable



CONFIRMATION OF ACCEPTANCE

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

Shailendra Dhakad

Director

Codeyoung



HR 2.01 F5 – Acceptance of Software and Systems usage.

To

Codeyoung

("The

company")

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company's regulations, which may lead to disciplinary action including but not limited to termination, or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name: Suresh R

Date: 30-12-2023

Signature: Suresh



HR 2.01 F6 – Data Protection Declaration

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and Codeyoung staff handbook.



6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

A handwritten signature in black ink, appearing to read 'S. Smith'.

SIGNATURE

DATE 30-12-2023



DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed Suresh

Name Suresh R

Codeyoung Dept. / Job title International Sales Specialist.

Date 30-12-2023



INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.



I Suresh R,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept and agree to comply with all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

Suresh
SIGNATURE

DATE 30-12-2023



HR 2.01 F10 – Data Consent Form

Personal data - Consent

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analyzed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry-standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date: 30-12-2023

Signature: Swish

Name Swish R



HR 2.01 F10 – Data Consent Form

The CTC provided by the company will be **INR 7,36,000 per annum**. **INR 4,36,000** is fixed (per annum) and **INR 300,000** is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a monthly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹200,000	₹16,667
2	House Rent Allowance	₹80,000	₹6,667
3	LTA	₹20,000	₹1,667
4	Special Allowances	₹76,600	₹6,383
5	Night Allowance	₹36,000	₹3,000
	Gross Salary	₹412,600	₹34,383
	Employer Contribution to PF	₹23,400	₹1,950
A	CTC Total	436,000	36333
	Deductions		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
3	Health Insurance	₹4,800	₹400
B	Total Deductions	₹28,800	₹2,400
A - B	Net Salary	₹383,800	₹31,983

With regards,
Shailendra Dhakad
Director Codeyoung

OFFER LETTER

OL No: TN28248

Date : 5 November 2024

Dear **vemula sowmya**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Business Development Associate**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 13 November 2024

Training Period : **13 November 2024 to 22-November-2024 - (Unpaid)**

OJT Start Date: **23-November-2024**

OJT End Date: **22-May-2025**

Location of Training: Bangalore

Stipend: INR **18000** Per Month

Incentives : INR **12000**

Target: **280000** INR per month.

Pre - Placement Offer :- **6 + 3 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **13 November 2024**.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

This is a system generated offer letter and doesn't require any signature

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off(On a weekday).
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

This is a system generated offer letter and doesn't require any signature

ANNEXURE

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

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

This is a system generated offer letter and doesn't require any signature

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September 02, 2024

Trupthi Ravishankar
Associate EDI Analyst

Employment Letter

Congratulations and Welcome to the PlanSource family!

We are pleased to offer you employment as **Associate EDI Analyst** with PlanSource India Operations Pvt. Ltd., (branded as “Plansource India”) here in after referred to as “Company”. Your joining date will be September 02, 2024, and you will be reporting to a Company designate unless such date is extended by the Company and communicated to you in writing.

Following are the terms of your employment:

1. **Place of work**

You will work from the Company’s office located in Bangalore, India. You may also be transferred to any other department office, client’s site or other places anywhere in India or abroad, or subsidiary or affiliated company as and when required by the Company.

2. **Compensation**

Your salary shall be paid on a monthly basis, net of all applicable deductions, on the last working day of the month. Please note that professional tax, income tax and other taxes (if any) as applicable shall be deducted from the gross monthly salary payable each month. As such, your net salary will depend on amount and nature of tax saving investments you make, as well as the bills and receipts you produce for tax-exempt reimbursable expenses. Your current compensation structure* is provided in Annexure A of this Agreement.

3. **Hours of Work**

Your official working hours are 04:00 p.m. - 1:00 a.m. The official workweek is Monday to Friday with Saturday being a day when the Company could ask you to come to work on a contingency basis. We recognize the importance of work-life balance and hence our system is flexible, and trust based. We suspect that to meet our world-class standards of customer service, we need to be available at work whenever there is a business need. You together with the manager will establish guidelines for anticipated office hours and other work commitments.

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4. Performance Review

A review of your performance and salary shall be carried out annually, in accordance with the policy of the Company.

5. Company Software Property/Assets

When your employment ends, or at any other time if you are requested to do so, you must promptly return to the Company all property and equipment belonging or relating to the Company. If any damage is caused to the equipment or property of the Company due to negligence, you are liable to make good such loss.

6. Employee Handbook

6.1. Company's Employee Handbook enlists all the benefits, policies and procedures of the organization. You agree to conform to and comply with Company's Policy/ies and such directions and orders as may from time to time be given by Company.

6.2. You will be entitled to paid leave and sick leave as per the relevant policies of the Company. You will be entitled to such number of public holidays as may be posted by Company at the beginning of the year.

7. Termination of Employment

7.1. The first 3 months of your employment will be considered as probationary period and during probation your performance will be monitored closely by Company. At the end of the probation period, senior personnel of Company will appraise your performance after which the decision will be taken to confirm your services with Company. That upon completion of your original or extended probation period, as the case may be, if you do not receive any written confirmation from the Company, your employment shall be deemed to be confirmed with Company and you will be permanently placed on the payroll of the Company.

7.2. During the probation period, your employment with the Company may be terminated by either party giving 1 months' notice in writing. Probation may be extended in certain cases at the sole discretion of Company. Upon confirmation, appointment may be terminated by either party giving a notice of 2 months in writing. Management reserves the right to decide & deduct the notice pay (gross salary) in lieu of notice period. During your probation or even after your confirmation, continuation of employment will be subject to your job performance, and your physical and mental fitness. However, the Company has the right to terminate your services without assigning any reason on the grounds of indiscipline, default, negligence, misconduct, any breach of the terms and conditions of this letter, any Company policies as may be applicable to your employment with the Company fraudulent, dishonest or undisciplined conduct of, or breach of integrity, or embezzlement, or misappropriation or misuse by you of Company's property, or insubordination or failure to comply with

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the directions given to you by persons so authorized, or your insolvency or conviction for any offence involving moral turpitude, or breach by you of any documents or directions of Company, or irregularity in attendance, or your unauthorized absence from the place of work for more than 1 week, or closure of the business of Company, or if it is found that any particulars and information mentioned in your application, portfolio, resume and/or interview are not true or redundancy of your post in Company, or upon you conducting yourself in a manner which is regarded by Company as prejudicial to its own interests or to the interests of its clients and you will not be entitled to any such notice or salary in lieu of notice. Termination of service by you is not permissible during the period of deputation abroad or while on project assignment. You will also be required to reimburse the Company for training costs incurred abroad if you decide to terminate within the first year of your employment.

7.3. Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all your existing duties, obligations, projects, transition services, exit formalities, etc.

7.4. In the event, where the Company concludes your employment and wants you to leave before the completion of the notice period, the gross salary for the balance period will be paid to you by the Company. Taking into consideration the nature of your duty it will be absolutely necessary for you to work for the Company during the notice period unless the same is specifically waived by Company.

7.5. At the time of termination of your employment, if there are any dues from you, the same may be adjusted against any money due to you from Company on account of salary, bonus or any other such payments. Any amount so remaining due from you after the above adjustment shall be repaid by you within [three (3)] days from the date of termination of your employment without any demur or protest, failure of which shall make you liable to appropriate action in a court of law, whether civil or criminal, initiated by Company for recovery of such money.

8. Restrictive Covenants Agreement.

8.1. In consideration of and as a condition of employment, you must carefully consider and sign the Company's standard "Employment and Restrictive Covenants Agreement". Because the Company and its affiliates are engaged in a continuous program of research, development, production and marketing in connection with their business, we wish to reiterate that it is critical for the Company and its affiliates to preserve and protect its proprietary information and its rights in inventions.

8.2. So that the Company has proper records of inventions that may belong to you, we ask that you also complete Schedule 1 in the Restrictive Covenants Agreement.

8.3. You and the Company mutually agree that any disputes that may arise regarding your employment will be submitted to binding arbitration by the provisions of Indian

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Arbitration and Conciliation Act, 1996. The venue of such arbitration shall be Bangalore. As a condition of your employment, you will need to carefully consider and voluntarily agree to the arbitration clause set forth in Section 14 of the Restrictive Covenants Agreement.

9. Your Obligations

9.1. Your employment with us will entail the primary responsibilities as per your job description.

9.2. You agree to promote the interests and welfare of Company.

9.3. This employment is directed towards developing a career at Company. However, employment at Company will always entail the conditions of satisfactory performance and satisfactory market conditions for Company's products and services (as it may determine at its sole discretion).

10. Disclosure of Employee Information

During the term of your employment with Company, you are required to disclose all material and relevant information, which may either affect your employment with Company currently or in the future or may be in conflict with the terms of your employment with Company, either directly or indirectly. If at any time during your employment, Company becomes aware that you have suppressed any material or relevant information required to be disclosed by you, Company reserves the right to forthwith terminate your employment without any notice and without any obligation or liability to pay any remuneration or other dues to you irrespective of the period that you may have been employed by Company. Any change in your personal information including residential address, marital status and educational qualification should be notified to Company in writing within three (3) days from the date of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address as recorded in Company's records.

11. Personal Data

You hereby agree that Company may from time to time collect, store, process, use or disclose personal data (including sensitive personal data) relating to You insofar as may be necessary or desirable in connection with Your employment by Company including sharing information with its holding/subsidiary/ associate companies or its customers and service providers. For the purposes of this clause "personal data" and "sensitive personal data" shall have the meanings ascribed to them under Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules 2011. You agree to regularly update your personal data made available to Company and confirm to the accuracy and correctness of the personal

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data furnished by you. You agree to allow Company to collect, store and process by itself or through any third party engaged by it, to the extent applicable, for the purpose of discharging its duties towards its employees including but not limited to payroll processing. For the purposes of this consent, “personal data” shall mean and include information about you, including but not limited to your name, age, date of birth, address, designation, gender, monthly or annual compensation details, statutory contributions and/or deductions from the monthly compensation, Company loan account details, if any, bank account details.”

12. **Changes to Employment Terms**

This offer of employment contains the initial terms of employment which may change from time to time and must be agreed upon by both parties. Any changes to employment terms will be communicated to you through acceptable channels of communication like email or letter.

13. **Background Check and Pre-Employment Drug Test.**

Your offer of employment is contingent upon the successful completion of your background check and pre-employment drug test. The background check and drug test must be completed within 30 days from your date of hire, if not already done.

14. **Governing law and arbitration**

Your employment with PlanSource India shall be governed by the laws of India. Any disputes pertaining to the terms and conditions of your employment which cannot be settled amicably shall be subject to arbitration under the Indian Arbitration and Conciliation Act, 1996 as amended from time to time. The seat of Arbitration shall be Bangalore and the courts of Bangalore shall have jurisdiction to try any disputes in this regard. The Arbitrator shall be appointed by the company.

15. **Verification**

This offer of employment is subject to and contingent upon the Company completing a background check to its satisfaction, including obtaining information verification, employment and education confirmation, and satisfactory references. Any false information provided shall become reason for termination of employment without any compensation.

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If you have any questions, please feel free to contact me.

Congratulations again! We look forward to having you join our team!

For *PlanSource India Operations Pvt. Ltd.*,

DocuSigned by:

B7F89F476323452...
Veena Vishnu
Country HR Head

I have read the terms of my offer of employment described in the above letter.

Signed by:

Signature: _____
EEE5165B8DA340B

Date: 04-09-2024

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ANNEXURE A COMPENSATION STRUCTURE

Component	Annual
Basic Salary	258,000
House Rent Allowance	103,200
Employer's PF contribution	30,960
Special Allowance (Includes FBP) *	207,840
Base Salary	600,000

*You are eligible to opt for components below under the Flexi-Benefit Plan, which are included in your special allowance above.


Leave Travel Allowance	21,491
Telephone and Internet Allowance**	15,000
Fuel Allowance**	28,800
Meal Voucher	26,400
Children Education Allowance	2,400

**Maximum Claimable Amount

Note*: Please note the above compensation structure is subject to change as per the policies of the Company from time to time.

Signed by:

 EFF5165B8DA340B...

DocuSigned by:

 B7F89F476323452...

Date: 5th November, 2024

OFFER LETTER FOR INTERNSHIP

Dear **Vishal Ranjan**,

Congratulations!

We are pleased to offer you the full-time Internship as a **Team Leader** at **FUNDSROOM INVESTMENT SERVICES** with a start date of 6th November 2024, reporting primary contact and manager on-site at Office No.1&2 2nd floor, East Street Galleria, next to Morris Garage showroom, Camp, Pune. We believe your abilities and experience will perfectly fit our company.

In this role, you will be required to take full ownership and responsibility, understand the needs of your team members through research and market data, and meet the daily targets and tasks for the team.

The starting stipend for this position is **Rs [20,000] [12,000/-fix + 8000/—Variable]**, paid monthly. Your internship will last two months, from **November 6th, 2024, to January 5th, 2024**. Signing and returning this letter will confirm your acceptance of the offer. Based on performance, students will receive PPO.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,



Mrs. Pooja Shedge
Business Manager



Date: 31st Jan, 2024

Dear Vishal Ranjan

It is our pleasure to inform you that upon assessment we have found your skills and competencies matching our requirements. Accordingly, we offer you this opportunity to join our team **online** starting from **1st April, 2024**. During this period, you will be designated as **“Summer Trainee”**.

Details and scope of your project will be provided to you on your first day of training at the company. Upon successful completion of your training, you will be issued a certificate by **“The Capital Box”**. You will be required to submit a copy of the detailed project report before completion of your training.

Your training period with our Company will entail dealing with important and sensitive information, records, and such other matters of the company. You will, therefore, be required to sign a **“Code of Conduct and Secrecy Agreement”** of our company on the first day of training. Kindly sign the copy of this letter and remember to carry a hard copy of the same on the day of Joining.

Wishing you All the Best!

Warm Regards
Human Resource Team
The Capital Box

