

Date :28/12/2021

To
Ashwini N
(Code: CAN394760)

Provisional Offer Letter for Fixed Term Contract

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **TA Coordinator**. Your services are being deputed to **IBM India Pvt Ltd** on the following terms and conditions:

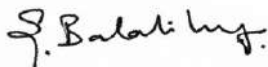
- Your employment will be valid from **29/12/2021 To 28/12/2022** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary CTC will be INR 264,540.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
 - a. Complete on the Randstad portal:
 - Employee profile form
 - Statutory Nomination forms like ESIC, PF, Mediclaim etc.
 - b. Upload proofs of your documents:
 - Government mandated ID proof: Aadhar Card and PAN
 - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
 - Copy of both Educational certificates & Previous employment documents.
 - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer. You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.
Wishing you the very best!

Yours truly,
For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

Annexure I: Salary Breakup

Component	Monthly	Yearly
Basic	16,000.00	192,000.00
House Rent Allowance	1,931.00	23,172.00
Statutory Bonus	1,334.00	16,008.00
Gross Salary	19,265.00	231,180.00
Employer's Contribution to ESI	627.00	7,524.00
Employer's Contribution to EPF	1,920.00	23,040.00
Insurance	78.00	936.00
EDLI	75.00	900.00
PFADMIN	80.00	960.00
CTC (Cost to the company)	22,045.00	264,540.00
Employee's Contribution to EPF	1,920.00	23,040.00
Employee's Contribution to ESI	145.00	1,740.00
Net take home = (Gross salary- Total deduction)	17,200.00	206,400.00

* Income tax, Professional tax and LWF as applicable will be deducted.

* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC



Ref. No: JAPL/HR/00064

28th September, 2021

**Darshan Murthy V,
#32 1st cross, R.K Block,
Next to Kateramma Temple,
JC Nagar MR Palya,
Bangalore - 560006**

Sub: Sales Intern

Dear **Darshan Murthy V,**

This is in reference to your request for undergoing Internship as part of your educational course curriculum in our organization from **1st October, 2021** to **30th September, 2022**.

We agree to provide the desired internship training to you in our organization for the stated period. You will be paid **INR 15,500 /-** as monthly stipend (Rupees Fifteen thousand five hundred only). You will have to report to undersigned on **1st October, 2021** at our **Jubilant Autoworks Private Limited** for your initial formalities. The Project and Project Guide will be assigned to you once you have completed these formalities. On successful completion of your internship, you will be required to submit a Project Report, subsequent to which the company will issue you the training certificate.

Please return the duplicate copy of this letter, duly signed, confirming your acceptance of the internship.

Authorised Signatory

**Snehasish Bhattacharyya
Vice President – Human Resources**

Name: _____ Date of commencement of training: _____

Duration of training: _____ Signature: _____



Offer Letter from Factstream Technologies Pvt Ltd.

1 message

Vanitha <vanitha@almug.ai>

Wed, Oct 20, 2021 at 6:17 PM

To: devrajdev1951@gmail.com <devrajdev1951@gmail.com>

Cc: Vijay Gudipalli <Vijay.G@almug.ai>, Chandra <CM@almug.ai>, Rakesh <rakesh@almug.ai>

Dear Devraj Ramesh,

Factstream Technologies Pvt. Ltd. is pleased to offer you the position of **Junior Research Analyst** with an Annual CTC of **Rs.2,20,000/- Per Annum** (Rupees Two Lakhs and Twenty Thousand Only Per Annum). Your employment will commence on **Friday, 22nd October, 2021.**

Please review the attached document and as a note of acceptance, please sign at the bottom of all the pages and send it back to us latest by 5:00 PM on 21st October, 2021, failing which this offer will be invalid.

Please report to office at 11:00 AM on the joining day. The Office Address is mentioned below.

Office Address:

Address: No.2, 8th A Main, Sampangi Ram Nagar, Bangalore, Karnataka - 560 027.

Landmark: IBT Media (same building)

Nearest Bus stop: Corporation Circle / Pallavi Talkies Bus Stop

Nearest Metro Station: M. Visveswaraiyah / Vidhana Soudha Metro stop

Google Map location: <https://goo.gl/maps/TwMBKXduSFS2>

Please submit the below mentioned list of documents on the day of joining. Originals must be shown, and photocopies must be submitted to the HR team for documentation whenever asked for.

List of documents to be submitted on joining: (originals + 1 photocopy)

1. Marks Cards and Certificates (from 10th to latest degree)
2. Relieving letters of all previous companies
3. Last 3 month's payslips and latest annual CTC details
4. ID proof (PAN Card, Aadhar Card, Passport, Driving License)
5. Address proof (current and permanent, both)
6. Colour photograph in JPEG format

Wish you a rewarding career with us !

Regards,

Vanitha

Team HR

Almug Technologies Pvt Ltd., Bangalore

www.almug.ai



Employment Agreement-FS-Devraj R.pdf

322 KB

Ref No: 19268814
19-Jan-2022



Harshini G

Dear **Harshini**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Voice** with **Cognizant Technology Solutions India Private Limited** ("**Cognizant**"). Your place of posting will be **Bangalore**.

Your annual total compensation will be **INR 221,251**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **28-Jan-2022**.

Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,

For **Cognizant Technology Solutions India Private Limited** ("**Cognizant**"),

Shibu Balakrishnan
Sr.Director-Talent Acquisition

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

Signature:

Date:

Compensation and Benefits

Name: Harshini G **Designation:** Process Executive - Voice

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1482.589286	17,791
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5384	64,608
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	471	5,652
	Annual Gross Compensation		221,251
	Annual Total Compensation		221,251
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		240,751

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

- Floating medical insurance coverage
- Round-the-clock group personal accident insurance coverage
- Group term life insurance coverage
- Employees' compensation insurance benefit as per the Employee's Compensation Act
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act

Leave and vacation:

- From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

Category of Leave

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days
- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) 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 India Leave Policy.

Provident Fund Wages:

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI

Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "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.

Employee State Insurance (ESI):

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

*** Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

1. Choose from an array of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

#* Advance Statutory Bonus is in line with the provisions of the Payment of Bonus Act

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. The Annual Gross Compensation will remain the same
- Cognizant has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize 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 decide not to join us after signing the offer letter, Cognizant reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 19-Jan-2022 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 shall, unless counter to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Harshini G, ____ (Age) ,residing at _____
(hereinafter referred to as "you," "your" or "yourself," which shall, unless counter 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 honor 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.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirements. 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 are private, business sensitive, confidential and/or proprietary (together, "Confidential Information"). You are obliged to keep this 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 a breach. The obligations imposed upon you under this clause 4 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, 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 the 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 communicated 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 accordance with any applicable laws currently in place. Any changes to be made to the above work timing 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. Shift timing may change from time to time as per any Company policy, and will be communicated to you in advance.

d) Your working hours shall be monitored by the Company through appropriate systems and processes, as updated from time to time. You are expected to comply with these processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference checks in line with Company 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 a 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, if your background verification report is found to be unfavorable or unsuccessful after you join the Company, the Company reserves the right to terminate your employment.

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. Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will 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 that 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 them carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines or processes, please reach out to your HR talent manager. It is your responsibility stay 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 client needs, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/training and up-skilling opportunities. 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 three (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 employment with 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, embezzlement, misappropriation, misuse or causing damage to the Company's assets/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 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 4, 5, 9 and 11 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 our 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 the 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 the Company, its affiliates and their employees, contractors or clients without the 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 the 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**Harshini G**

Shibu Balakrishnan

Sr. Director-Talent Acquisition

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

Signature:**Date:**

Date:15-12-2021

Welcome Note

Dear **Mr. HEMANTH S**

Congratulations and welcome to Randstad family! We are delighted to have you as part of our organization. Your role and association with us is critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial. You join a group of our 60,000 + Employee Workers (EW) deputed to our various clients, in order to partner in their business success.

Thank you for the information and documentation provided to ease your on-boarding process. You can continue to use our online portal to access and download your monthly pay slips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

For any queries, please feel free to contact the Randstad Help Desk. The facility is currently available Monday through Friday, 9:30 am to 6:30 pm. You may contact the Help Desk through one of the three methods below:

1. Log in to [Click here to log in Randstad Portal](#)
2. Call us Toll free 1800 420 9944
3. Email us to flexicare@randstad.in

Our Core Values: As a new entrant, we would like you to know that randstad is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every Randstad employee continues to keep to and live by these values today. They are

To Know - We are experts. We know our clients, their companies, our candidates and our business. In our business its often the details that count the most

To Serve - We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

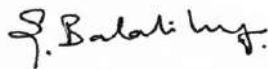
To Trust - We are respectful. We value our relationships and treat people well.

Striving For Perfection - We seek to improve and innovate constantly. Its our job to help our clients and candidates to find satisfaction in all their pursuits. This is what gives us the edge.

Simultaneous Promotion Of All Interests - We take our social responsibility seriously. Our business must always benefit society as a whole.

I wish you all the very best as you embark on an exciting journey with Randstad while enhancing your professional stature, along the way.

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

Date: 15-12-2021

To,
Mr. HEMANTH S,
Empcode -1533488

FIXED TERM CONTRACT OF EMPLOYMENT

We are pleased to appoint you in our organisation as Business Development Executive, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid for a period of 1 year from 03-12-2021 to 02-12-2022. Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co- terminus with the aforementioned project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
3. During the period of fixed contract, your services could be deputed at the sole discretion of the Management to any of our clients company or locations to do work pertaining to or incidental to the clients business.
4. Details of your salary break up with components is as per the Annexure 1.
5. Provident Fund will be remitted as per law, applicable from time to time. It's the employees responsibility to update the nomination directly into the PF portal and Randstad does not hold any responsibility on it. In case, you are eligible for ABRY scheme, the applicable PF employee contribution will be refunded post availing benefit.
6. You will be covered under a Medical Insurance upto 100000 per annum and Group Accident Insurance Scheme of 200000 & Group Terms Life Insurance of ~GTLvalue~. This policy will come into effect after 30 days of your joining the company.
7. You will be eligible for leave as per the clients company policy, during the period of your contract of employment.
8. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.
9. You are advised to read and understand Randstad Health & Safety Policy for deputees (Annexure 2) and comply with relevant policies that are in practice at THINK & LEARN PRIVATE LIMITED. Adherence to the stated and relevant policies is a condition of employment with Randstad. In the event you are found to be non-compliant of any of the applicable policies, Randstad reserves the right to take necessary action against you.
10. This contract shall be terminable by either party giving 14 days notice in writing or salary in lieu of notice, to the other.
11. At Randstad your privacy is important to us. By submitting your personal information, you have agreed and consented to Randstad's processing of your personal information for the intended purposes of employment opportunities. Please note that your involvement in any violation of data protection laws or causing data breach would result in disciplinary action, which can lead to immediate termination and withholding of your pecuniary benefits.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members of the Randstad family. As a new entrant, we would like you to wholeheartedly contribute in this process.


Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us. In the event of not receiving a signed copy of this letter from you, this letter will be deemed to have been accepted by you upon the receipt of the following month's salary

Wishing you the very best!
Yours truly,

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

Acceptance:

I HEMANTH S have read and hereby accept the above mentioned terms and conditions

Signature : 2274433

Date : 15-12-2021 11:54:59

Registered Office :

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Date: 15-12-2021

Mr. HEMANTH S,
Empcode -1533488

DEPUTATION LETTER

Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to THINK & LEARN PRIVATE LIMITED with effect from 03-12-2021 at their BANGALORE office. The terms and conditions of your deputation will be as follows:

1. You will, with effect from 03-12-2021, be required to work at our clients office/ premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of Randstad.
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from THINK & LEARN PRIVATE LIMITED and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by THINK & LEARN PRIVATE LIMITED.
5. You shall be bound to follow the working hours of THINK & LEARN PRIVATE LIMITED.
6. You shall take care not to disclose confidential information / trade secrets, etc that you may come across in the course of your responsibilities to anyone outside THINK & LEARN PRIVATE LIMITED and use such information only in connection with the service provided to THINK & LEARN PRIVATE LIMITED.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against THINK & LEARN PRIVATE LIMITED. This arrangement is purely a contractual agreement between Randstad and THINK & LEARN PRIVATE LIMITED for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of THINK & LEARN PRIVATE LIMITED or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of THINK & LEARN PRIVATE LIMITED entrusted to you in the due discharge of your duties and shall indemnify THINK & LEARN PRIVATE LIMITED when there is a loss of any kind to the said property.

All the other terms and conditions of your employment remain unchanged.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us. In the event of not receiving a signed copy of this letter from you, this letter will be deemed to have been accepted by you upon the receipt of the following month's salary

Yours truly,
For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

I, HEMANTH S have read and hereby accept the above mentioned terms and conditions

Signature : 2274433

Date : 15-12-2021 11:54:59

Schedule A
Assignment Details of HEMANTH S

Name	HEMANTH S
Client Name	THINK & LEARN PRIVATE LIMITED
Place of Deputed Designation	BANGALORE Business Development Executive
Start date of Assignment	03-12-2021
End date of Assignment	02-12-2022

Annexure 1:Salary Break - Up Details

Component	Monthly	Yearly
Basic	15,745.00	188,940.00
House Rent Allowance	6,032.00	72,384.00
Statutory Bonus	1,312.00	15,744.00
Gross Salary	23,089.00	277,068.00
Employer's Contribution to EPF	1,889.00	22,668.00
Insurance	76.00	912.00
EDLI	75.00	900.00
PFADMIN	79.00	948.00
CTC (Cost to the company)	25,208.00	302,496.00
Employee's Contribution to EPF	1,889.00	22,668.00
Net-Take Home	21,200.00	254,400.00

* The travel reimbursement is capped at Rs: 2000 and will be processed along with the salary on a prorated basis.

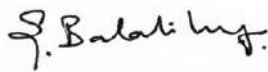
* Apart from the mentioned CTC, you will also be eligible for the incentive as per the below slab based on achieving the sales Target.

Monthly Incentive Plan

No of Sales	Per Sales INR
01-05	300
06-10	500
11- >=20	700

* Income tax, Professional Tax and LWF as applicable will be deducted. All taxes will be deducted as applicable by law.

* Your salary is strictly confidential.

For Randstad India Pvt Ltd.
Accepted By


2274433

Authorized Signatory
Balakrishnan S
 Head - HRSSC

HEMANTH S
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General Terms & Conditions

1. You will have to provide signed copies of all documents and forms in the joining kit including the signed appointment letter to Randstad India Private Ltd. (RIPL) within a period of 30 days from your date of joining. The documents can be either couriered or handed over in person at the designated RIPL offices. You will not be eligible for payroll in the subsequent months if these documents are not received within the 30 day period from your date of joining.
2. RIPL is working towards having a safe transaction mode for all payments and follows the practice of remitting salary, reimbursement, F&F and other payments directly to your designated bank account. You are required hereby to confirm your acceptance of the same and provide your Bank Account details with proof (cancelled cheque or copy of bank pass book or bank statement) within 15 days of the date of joining to RIPL personnel at the designated RIPL offices or send an e-mail with scanned copy of the proofs mentioned to flexicare@randstad.in mentioning "bank account details" in the subject line of the mail.
3. You will have to provide your PAN card details within 15 days of your date of joining
 - a. In case, you dont have a PAN card, you will have to apply and provide the acknowledgement copy within 15 days from the date of joining.
 - b. In case you do not provide PAN card details and your income falls under the taxable limits, you will be paid your monthly salary after deduction of taxes as per the existing tax laws.
4. Your pay slips will be available online for viewing, downloading and printing. This is a digitally generated document and does not require a physical signature for verification. The pay slip will be available at the end of first week of the month and will be deemed to have been received and accepted by you. For any clarifications or queries, regarding the same you can send an email to flexicare@randstad.in referencing your RIPL employee ID.
5. In case of any reimbursable components in your salary structure, you will be required to submit necessary proofs of payments and bills for the same, failing which the payments will be made after deduction of appropriate taxes.
6. If you are eligible for ESIC benefits and have an existing ESIC number, please inform in advance through the ESIC nomination form in your joining kit to retain the existing ESIC number. For PF transfer from an existing PF account, you will need to fill and submit the PF transfer form in your joining kit.
7. RIPL does not accepts or retain any original certificates/ documents pertaining to your educational and other qualifications. You may be required to produce the same for verification purposes only, if requested by authorized RIPL personnel.
8. You will have to complete all the exit formalities and hand over any assets including but not limited to ID cards, laptops, mobiles, etc. in your custody before your Last Working Day (LWD) in the organization. Your Full & Final Settlement (F&F) will be completed only if the exit formalities are done on time, which shall not exceed 45 days.
9. Your F&F settlement amount will be transferred to the bank account used for your salary transactions. In case, there are dues to be recovered from you in the F&F settlement, you will be issued your relieving letter and experience letters only on clearance of these dues.

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As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us. In the event of not receiving a signed copy of this letter from you, this letter will be deemed to have been accepted by you upon the receipt of the following month's salary

Yours truly,

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

I, HEMANTH S have read and hereby accept the above mentioned terms and conditions

Signature : 2274433

Date : 15-12-2021 11:54:59

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Annexure 2: HEALTH AND SAFETY POLICY

1. Introduction

Randstad recognizes people as its most important asset and is committed to ensuring safe and healthy work environment for all its employees and people visiting its premises. Randstads Corporate Policy necessitates a specific Health & Safety Policy for its outsourced employees. Given that our EWs are redeputed to various client sites, where each client's Health & Safety Policy would be different, it is our commitment to ensure that our EWs have safe working conditions, where risks if any, are well managed and our clients treat all our EWs as they would treat their direct employees in matters of health & safety.

This document is to be read and thoroughly understood by all Randstad EWs at the time of joining an assignment; it requires them to be aware of the policy and our recommendations for safe working practices.

We assure that we will not depute an EW to a client site, which causes an Occupational Hazard or risk to Health. We will only work with clients who are aligned to our Health & Safety Policy for EWs. Additionally, we advise our EWs and employees to bring to our notice, situations that an EW might encounter and could be a potential health & safety issue.

We also ask our EWs not to endanger themselves or their colleagues at work by violating any safety rules, and to comply with work place instructions besides ensuring that they wear Personal Protective Equipment where advised. Our EWs are asked not to interfere with or misuse anything provided for their safety, health and welfare. This is a condition of employment with Randstad. Management reviews will be held each year to review implementation of this policy and draw upon further improvements for the following year. These improvements will include the policy itself and the associated business processes to attain objective of this policy.

2. Health & Safety Policy

Health & Safety in the work place is every one's responsibility. Randstad regards promotion of Health & Safety measures as a mutual objective for the management and employees, including deputed employees. Randstad has factored in statutory requirements while arriving at this Health & Safety Policy.

General Safety

1. Ensure that you are aware of your own responsibilities in respect of relevant health, safety and environmental matters.
2. Follow instructions the way it is meant to be. Use entries and exits, lifts in the manner it is meant to be.
3. Ensure you have your EW ID card on your person at all times with your photograph, Randstad contact details and Nos. displayed in a clear manner.
4. If you have a visitor, ensure your visitor signs in and receives a security pass. Do not take your visitor into the client premises without permission.
5. You will not enter your work premises while under the influence of alcohol, drugs or any substance which may endanger your health or safety and/or that of any other person.
6. Beware of fact that many things which may be obvious get overlooked while working. Thus, appropriate care and concentration is required at work to ensure general safety.

Fire Safety

1. Ensure familiarity with the fire safety procedures in work place. Most organizations have fire safety training as a statutory requirement. Ensure you attend the same, after seeking necessary permission from your reporting manager.
2. Understand different kinds of fire fighting equipments installed at your work place.
3. Please become familiar to the sound of the fire alarm and know the emergency/fire exits. These are not normal entry/exits. These exits are signed with the statutory fire exit signs.
4. Attend fire drill if any at your work place and undergo evacuation training.
5. Avoid taking personal risks; do not try to tackle fire on your own.

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Accident & First Aid

Familiarize yourself with the First Aid arrangements at your work place. Do not leave vehicles or items relating to your work in places other than that which is designated. This will help prevent accidents.

1. Follow rules on speed limit and wearing safety gear as is prescribed at the work environment that you are at.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. In the event of an accident, do not handle it on your own; follow procedures that you may have been trained in; inform the facilities manager or emergency numbers provided.
4. Understand accident report procedures at your work site.
5. Always let someone know, where you are going and your expected time of return.
6. If your office premises require you to wear a helmet while entering or exiting, comply with the same.

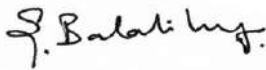
As a Randstad EW, you have the right to:

1. Work in places where all the risks to your health and safety are properly controlled.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. To stop working and leave the area if you think you are in danger.
4. To inform your employer about health and safety issues or concerns.

Recommendations for Common Safe Working Practices

1. Do not smoke in areas prohibited.
2. Do not overload electrical outlets.
3. Do not expose electric conduits/plugs/sockets to water.
4. If your work requires you to lift weight frequently, understand load management procedures at work.
5. Do not operate machinery unless you have been trained and authorized to do so.
6. Never throw anything from any height.
7. If you use tools as part of your work use only the right and authorized tools.
8. Report any Health and Safety incidents whether they result in injury or not to your respective Randstad anchor.
9. Cooperate in the investigation of accidents with the objective of introducing measures to prevent recurrence.

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

CODE OF CONDUCT

This Code of Conduct describes and summarizes the standards of business conduct for Randstad and also highlights the importance of ethical value in conducting the business affairs of Randstad.

Randstad would also review all applicable Randstad policies and procedures from time to time. This Code of Conduct is subject to modification. It maybe updated as and when needed and the employee hereby agrees to accept the terms of such revised documents.

The Employees of Randstad are expected to act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct. The honest conduct would be a conduct that is free from fraud or deception. Interactions with the clients, candidates, co-employees and any other individual shall be conducted in accordance with the standards mentioned.

It is the policy of the Company to conduct all of its business in an honest and ethical manner. In doing business anywhere in the world, neither the Company nor any employee or an entity associated with the Company shall offer, pay, promise, authorise or receive any bribe or other illicit payment or benefit in violation of any of the Anti-corruption Laws of the Country or the anti-corruption laws of any other nation in which the Company does business or renders services. This shall form part of the Company's Code of Conduct and Business Ethics.

The Employee agrees that he/she shall devote his/her full attention to the activities of Randstad and shall not, either during the term of the Employment or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by Randstad. The Employee further agrees that at any time during the subsistence of the Employment or for a period of six months subsequent thereto, the Employee shall not offer employment or consultancy or otherwise solicit the Employees of Randstad to work with him/her or any employer where he or she is employed.

It is not practical and possible to list all situations in which conflict of interest may arise, however, following examples of situations, which may constitute a conflict of interest, are provided for your perception regarding the nature and scope of the term a conflict of interest:

1. Engaging in any activity that interferes with your performance or responsibilities to Randstad
2. Accepting simultaneous employment with a Randstad supplier, customer, developer or competitor or taking part in any activity that enhances or supports a competitor's position
3. Conducting the business of Randstad with relative or with a business in which a relative is associated in any significant role
4. Accepting any offer, payment, promise to pay, or authorisation to pay any money, gift or anything of value from customers, vendors, consultants, etc. that is perceived as intended, directly or indirectly, to influence any business decision, any act or failure to act, any commitment of fraud, or opportunity for the commission of any fraud.
5. Competing, directly or indirectly, with Randstad for the purchase or sale of the property, products, services or other interest This Code of Conduct is part of the Corporate Governance of Randstad which extends equal opportunities to men and women at work, adhering to all legal compliances. Randstad's policy of transparency among employees are enabled through various HR practices including appraisals and performance evaluation, with adequate health and safety policies in place protecting the employee and the environment with a spirit of working together for the National interest.
6. You will be eligible for leave as per the client's company policy,during the period of your contract of employment.
7. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.

Protection Of Confidential Information

All confidential information must be used for the purposes of Randstad. All Employees of Randstad must protect and respect the Intellectual property rights including the intellectual property rights of the clients of Randstad. Any violation of the intellectual property rights of any of the third parties in the capacity of a employee of Randstad shall be treated as illegal and shall be subject to legal action. The obligation to safeguard the proprietary and confidential information continues to exist even after leaving the employment of Randstad. Each of the Employees has liability to return all corporate confidential information in possession while leaving Randstad. They shall not be destroyed by any employee even while leaving Randstad, which shall amount to infringement of the Intellectual property rights of Randstad.

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Protection And Use Of Randstad's Assets

All Employees are responsible for protecting and for appropriate use of the assets of Randstad. The Employees must safeguard the assets of Randstad against loss, damage, misuse or theft. Any violation of this aspect of the code will subject to the disciplinary action up to and including termination of the employment or business relationship. The assets of Randstad including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of Randstad, hardware and software and all other electronic communication devices, must be utilized in legal, ethical and appropriate manner. Unauthorised usage of Randstad's assets to deal with any illegal transaction shall be subject to legal action.

Protection And Use of the Client's Assets

All Employees are responsible for protecting and for appropriate use of the assets of the client where the Employee is stationed. The Employees must safeguard the assets of the client against loss, damage, misuse or theft. The assets of the Client including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of the Client, hardware & software and all other electronic communication devices, must be utilised in legal, ethical and appropriate manner. Further, the Employee shall refrain from any unauthorised use, access, disclosure, alteration and/ destruction of information systems including but not limited to CV database, CV database, client's JD/JS details, client's CTC policy and break-ups, and any other confidential information, written or oral, whether or not, specified explicitly by the Client.

Employee Developments

The Employee agrees to communicate to Randstad as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with Randstad and for a period of 1 [one year] thereafter for the purpose of determining Randstad's rights in such Employee Developments.

press releases

The Employee shall not put out any press or other media release or make any public announcement or statement relating in anyway to the business of the Client/Randstad, the activities of the Client/Randstad and for such other information without the prior written consent of the authorised personnel.

Disciplinary Actions

It is expected from all Employees covered under this Code of Conduct that they will adhere to the principles and rules laid down in this code. The appropriate disciplinary action will be taken against the delinquent Employee who is found to violate these principles and policies or any other policy of Randstad. The disciplinary action may include immediate termination of employment, appropriate legal action or severing of business relationship at Randstad's sole discretion. Randstad will recover any loss suffered by it due to violation of the provisions of this code by any delinquent in legal manner. All Employees are encouraged to report any suspected violation promptly.

(The Employee)

By

.....

Name

HEMANTH S

Title

Business Development Executive

Witness

(Randstad India Ltd.)

By

.....

Name

Balakrishnan S

Title

Head - HRSSC

Witness

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Non-Disclosure Agreement

This Non-Disclosure Agreement is made and entered on this 03-12-2021 day of 2021 at BANGALORE by Mr/Ms HEMANTH S Son/Daughter of H S Siddaiah aged about 21 years and residing at Hs no- 463, 8th cross EWS, KHB colony Basaveshwaranagar 2nd stage, Bangalore, 560079 hereinafter referred to as employee.

To

Randstad India Ltd. a company incorporated under the Companies Act, 1956 and having its registered office at Old No.5&5A, No.9, Pycrofts Garden Road, Nungambakkam, Chennai - 600 006, Ph: 044-6622 7000

WHERE AS

Randstad India Ltd. is a subsidiary of Randstad Holding NV, Netherlands and includes its other subsidiaries like Randstad Executive Search Ltd, Minvesta Infotech Ltd in India and such other Foreign Subsidiaries across the globe. This NDA is intended to maintain the confidentiality of all such confidential information available to all the EMPLOYEES of the Group. Essentially this NDA applies to whichever Group of Company, the EMPLOYEE is employed with, irrespective of his/her employment in maintaining the confidentiality of the available confidential information.

In the above context, the Group Company which has employed the Employee shall hereinafter be construed as "Company", which expression shall include the group companies within the context and meaning of this NDA agreement to maintain the confidentiality by the Employee. This expression shall hold good for the purpose of this NDA only and not in any other context of interpretation.

WHERE AS

1. The Company has offered and the Employee has agreed to take up employment with the Company under the terms and conditions set out in the letter of Appointment the ("Employment Agreement").
2. In accordance with the terms of the Employment Letter, the Employee hereby executes this Non-Disclosure Agreement with regard to the confidential information and the competition obligations of the Employee.

NOW THE PARTIES AGREE AS FOLLOWS

For the purpose of this Agreement, the term "Confidential Information" shall mean and include any and all tangible expression of information including all written or oral disclosures made by the Company to the Employee, provided to the Employee by the Company or parent, subsidiary, group company or customer of the Company or otherwise received by the Employee in the course of his/her employment with the Company or any intellectual property belonging to the Company, and shall specifically include, without limitation, pricing, methods, processes, financial data, technical data, lists, products, trade secrets, know-how, photographs, plans, notes, renderings, journals, notebooks, computer programs, computer readable video, audio or sound files, and samples relating thereto as well as any confidential or proprietary information owned by any other person or entity and furnished by such person or entity pursuant to an undertaking to maintain the same in confidence.

The Employee agrees that he/she shall, at all times, during the term of his/her employment with the Company hold the Confidential Information in trust for the Company and shall not in any manner use, transfer, publish, disclose, or report the Confidential Information directly or indirectly, except to other Employees of the Company or to authorised third parties as may be necessary in the ordinary course of the duties of the Employee for the Company or otherwise as directed by the Company.

The Employee represents that his/her performance of the terms of this Agreement and his employment with the Company does not and will not breach any agreement to keep in confidence information previously acquired by him/her in confidence from any third-party. The Employee represents that he has not entered into, and agrees not to enter into, any agreement in conflict with this Agreement or which in any way prohibits his performance of or restricts his ability to perform his obligations under this Agreement. The Employee has not brought, and agrees he/she will not bring, with him/her to the Company for use in his/her employment with the Company any materials or documents of a former employer or any other person or entity for whom he/she has provided services (paid or unpaid) that are not generally available to the public unless he/she has obtained express written authorisation from the former employer or other person or entity for whom he/she has provided such services for their possession and use.

The Employee agrees that if his/her employment is terminated at any time during or at the end of the probationary period as provided in the Employment Letter, the provisions of this Agreement shall continue to remain binding on the Employee.

The Employee agrees that he/she shall not for a period of three years from the date of termination of the Employment Letter, directly or indirectly, disclose, transfer, or use any Confidential Information, except with the prior written consent of the Company or except, in accordance with the provisions of Clause 6 hereunder, when so required pursuant to a valid and subsisting order of a court or other judicial, quasi-judicial or government body.

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If the Employee is required, either during his/her employment or at any time within the three-year period specified in Clause 5 above, to disclose Confidential Information pursuant to a valid and subsisting order of a court or other judicial, quasi judicial or government body, the Employee shall, forthwith, upon receiving notice of the requirement of such disclosure, give adequate notice to the Company thereof so as to allow the Company a reasonable opportunity to limit such disclosure. In any event the Employee, in making such disclosure shall only disclose such information as maybe absolutely necessary and only to the extent expressly required by the court or other judicial, quasi judicial or government body.

The absence of any marking or statement that a particular item of information is Confidential Information shall not affect its status as Confidential Information. The Employee shall bear the burden of proving that, that information is not Confidential Information.

All notes, proposals, documents, data, floppy disc(s), zip drives, tapes, reference items, sketches, drawings, memoranda, records, and other materials and media in any way containing any Confidential Information or related to the Confidential Information or otherwise to the Company's business shall belong exclusively to the Company. The Employee shall make copies of such material only if absolutely necessary in the course of the Employee's employment with the Company or otherwise for the benefit of the Company. The Employee hereby undertakes to return to the Company all copies of such materials in the Employee's possession or under the Employee's control at the request of the Company or, in the absence of such a request, upon the expiry of the terms of this Agreement.

The Employee represents and warrants that the performance by him/her of all of the terms of this Agreement and any services to be rendered by him/her as an Employee of the Company do not and will not breach any fiduciary or other duty, covenant, or agreement relating to any proprietary information, knowledge of data acquired by the Employee in confidence, trust, or otherwise, prior to the Employee's employment by the Company to which the Employee is a party or by the terms of which the Employee may be bound. The Employee covenants that he/she shall not, during his/her employment with the Company do any act or deed which conflicts with the provisions of any prior contract or agreement. The Employee further

covenants and agrees not to enter into any agreement or understanding, either written or oral, in conflict with the provisions of this Agreement. The Employee shall promptly disclose to the Company and assign in favour of the Company in such form and manner as the Company may reasonably require all

1. inventions (whether patentable or not, and whether or not patent protection has been applied for or granted), improvements, developments, discoveries, proprietary information, trade marks, trade names, logos, art work, slogans, know-how, processes, source code, application development, designs (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials therefore), and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages whether now existing or subsequently developed by the Employee ("Employee Developments") and
2. such information and data pertaining to the business, operations, personnel, activities, financial affairs, and other information relating to the Company and its customers, suppliers, Employees and other persons having business dealings with the Company as maybe reasonably required for the Company to operate its business ("Proprietary Information"). It is understood that the Employee Developments and the Proprietary Information is proprietary in nature and shall be for the exclusive use and benefit of the Company, shall be and remain the property of the Company both during the term of employment with the Company and thereafter and shall be held in trust by the Employee for the sole right and benefit of the Company. If so requested by the Company, the Employee shall execute and deliver to the Company any instrument as the Company may reasonably request to effectuate the assignment of any such Employee Developments or Proprietary Information to the Company or to otherwise evidence, establish, maintain or protect the Company's right, title and interest thereto. Without limiting the generality of the foregoing, the Employee hereby releases and waives and assigns to the Company any and all claims and rights which he/she has against the Company in respect of the Employee Developments, including without limitations, technology, know-how, licences or other proprietary rights or processes of the Company.

The Employee agrees to communicate to the Company as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with the Company and for a period of [one year] thereafter for the purpose of determining the Company's rights in such Employee Developments. During the term of his/her employment and thereafter, the Employee will assist the Company and/or its nominees or assigns (without charge but at no expense to Employee) in every lawful way to obtain, maintain and enforce any and all intellectual property rights and protections relating to all Employee Developments, including by executing relevant documents. Employee hereby irrevocably designates and appoints the Company and its duly authorised officers and agents as his/her agent and attorney in fact to execute and file any and all applications and other necessary documents and to do all other lawfully permitted acts to further the prosecution, issuance or enforcement of patents, copyrights, trade secrets and similar protections related to such Employee Developments with the same legal force and effect as if the Employee had executed them himself/herself.

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

The Employee agrees that he/she shall devote his/her full attention to the activities of the Company and shall not, either during the term of the Employment Letter or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by the Company. The Employee further agrees that at any time during the subsistence of the Employment Letter or for a period of six months subsequent thereto the Employee shall not offer employment or consultancy or otherwise solicit the Employees of the Company to work with the Employee or any employer of the Employee.

The breach alleged or otherwise, by the Company of any obligation arising or in any manner owed by the Company to the Employee shall not affect the validity or enforceability of the Employee's covenants/obligations set forth in this Agreement.

The Employee understands that the Company shall suffer irreparable harm and injury in the event the Employee breaches any of its covenants/obligations under this Agreement and that money damages shall be inadequate to compensate the Company for such breach. Accordingly, in the event of any breach or threatened breach by the Employee of any of the provisions of this Agreement, the Company, shall in addition to and not in limitation of any other rights, remedies or damages available to the Company at law or in equity, be entitled to a temporary restraining order, preliminary injunction and permanent injunction in order to prevent or to restrain any such breach by the Employee, or by and/or all persons directly or indirectly acting for, on behalf of, or with, the Employee.

Notwithstanding anything contained in this Agreement, the obligations of the Employee and the rights of the Company arising hereunder shall be deemed to have commenced upon the date of the execution of the Employment Letter regardless of the actual date of execution of this Agreement and shall continue to remain in full force and effect and continue to be binding upon the parties until the expiry of three years from the date of termination of the Employment Letter unless the parties mutually agree to extend such confidentiality period

If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this Agreement, or comprising an integral part of, or inseparable from the remainder of this Agreement.

IN WITNESS WHEREOF these presents have been executed by the parties hereto on the day and year first herein above written.

(The Employee)

By

.....

Name

HEMANTH S

Title

Business Development Executive

Witness

(Randstad India Ltd.)

By

.....

Name

Balakrishnan S

Title

Head - HRSSC

Witness

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Self-Declaration & Undertaking form

Name: HEMANTH S
Deputee ID: 2274433
Empcode -1533488
Designation: Business Development Executive
Service Function / Vertical :
Centre / Location : BANGALORE

Sub: Acceptance of Established policies and affiliated risks

I hereby Confirm that I have read through the Randstad and applicable client policies & procedures. I understand its implication to the fullest and hereby confirm to the fact that i would be held personally responsible for actions done, in contravention to established policies and procedure.

Signed : 2274433

Date : 15-12-2021

**Ref: 30527****06/12/2021****Kruthika S**

no119 2nd floor ashirwad, nagarbhavi vidhanasouda layout papareddypalya,
VTC: Bangalore North, PO: Nagarbhavi
District: Bengaluru,
Karnataka, 560072
India

Letter of Appointment

Dear Kruthika S,

It is our privilege to welcome you to the Tesco family and we are pleased to offer you the position of **Associate-HR Services**, at **Work Level 1** Tesco Bengaluru Private Limited ("**Tesco**", "**Company**", "**us**", "**our**").

Tesco, you will soon discover, is all about people - the best people. This offer comes to you as the culmination of a rigorous selection process and you are sure to find a challenging yet collaborative group of people. We are positive you will find the work environment stimulating and conducive to helping you realize your professional goals.

Your appointment is effective **13/12/2021**, ("**DOJ**"), on the following terms and conditions:

- 1 Your Annual Fixed Salary will be **Rs.280,000/-** per annum (**Rupees Two Lakh Eighty Thousand only**) which includes company provident fund contribution. (Please refer to Annexure 1 and 2 for more details of the salary and benefits).
- 2 You are requested to report on the DOJ with the following documents:
 - o 1 passport size photo
 - o Relieving Letter or Resignation Acceptance letter with Last Working day from your Previous Organisation
 - o UAN and PF details
 - o PAN and Aadhar details
 - o Address proof and ID proof for Bank account opening

Please ensure that all of the above documents are duly submitted on the date of joining. You hereby understand and acknowledge that the aforesaid documents and any other documents that the Company (including through its background verification vendors) may require from you, will be used to conduct an appropriate background verification check and you will fully cooperate with the Company to complete the formalities. Furthermore, you understand that your employment shall be contingent upon completion of a successful background verification. In the event, the Company is unable to conduct a successful background verification, the Company, in its sole discretion, may immediately terminate your employment. In addition, if, at any time after the joining, the Company discovers any misrepresentation or fraud at your end regarding the information provided for the background verification, you will be deemed to be in non-compliance with the Company's policies. Accordingly, the Company reserves the right to take appropriate legal action against you for such misconduct, including without limitation, terminate your employment and pursue available legal remedies as detailed in Annexure 3 of this Letter.

- 3 Please refer to Annexure 3 for the terms and conditions applicable to your employment with us.
- 4 **Other Commitments:** .
- 5 This offer is valid for your acceptance till the DOJ and will be automatically revoked if you do not join us on or before the aforesaid date. Please ensure that you reach out to your recruiter at the earliest if you foresee an inability to join by the aforesaid date due to any reason and we will be sure to get back to you with an update on whether your request can be accommodated.

Please confirm your acceptance of this offer by sending an email acceptance to your recruiter as well as please follow the instructions provided for electronic signatures of this letter. Note that we will keep a Confidential

1

Kruthika S

Tesco Bengaluru (CIN - U72200KA2003PTC032530)

Regd. Office : # 81 &82, EPIP Area, Whitefield, Bangalore - 560 066. : +91-80-66588000 Fax : +91-80-66664500

www.tescohsc.com



physical copy ready on your date of joining to be countersigned by both parties and you will be provided with a physical copy on the same day. For avoidance of doubt, your employment with us will be effective from the date you append a physical signature on this Appointment Letter.

May I take the opportunity to welcome you to the team and if you have any questions please do not hesitate to contact your recruiter.

I look forward to hearing from you

Yours Sincerely, for and on behalf of **Tesco Bengaluru Private Limited,**

F8C9E6BC61D34F2...

Neha Chakrabarty
Head of Recruitment

By signing below, I acknowledge that I have read and understood the terms of my employment with Tesco and hereby accept and agree the same, including without limitation, all the annexures attached herein:

Name: _____

Signature: _____

Date: _____
Signed by: _____

Digital Signature

kruthika s

D96F54067642414...



Provisional Offer : BUSINESS PROCESS SERVICES

Ref: TCSL/DT20218015174/Bangalore/BPS/BTN

Date:16/11/2021

Dear Mr. Poorvik 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/DT20218015174

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/DT20218015174/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



Siliciom Technologies Pvt Ltd

2nd floor, Purnachandra Towers,
1st cross road, Agara, HSR layout
Sector 1, Bangalore – 102
info@siliciom.com
www.siliciom.com

LETTER OF APPOINTMENT

SIL/HRM/2022/0096

Date:- 18 Jan 2022

Ms. Anusha Ramamurthy

Dear **Anusha**

We are pleased to appoint you on the following terms and conditions:

1. Designation : **HR Associate**
2. Compensation :
Perquisites & Allowances : Annexure “A & B “.
3. Your initial posting will be at : Siliciom Technologies Pvt Ltd
Your work location will be in Bangalore. You may be required to travel or undertake overseas posting when deemed necessary by the company. The Company may also transfer you to another function, location, section and department or to another company within the Siliciom Group of Companies. The Company will consult you and take into the consideration your capabilities, personal interests and circumstances as far as possible before you are transferred.
4. Your appointment will be effective from the date of joining which shall be as soon as possible but not later than **Feb 1th, 2022** which this appointment will stand automatically withdrawn
5. You will under probation period for span of 6months and after completion of your probation period the employment will be confirmed and the stipend of 10,000inr will be paid to you during your probation period
6. Your services will be terminated from either party by giving the other three months written notice. Company may, however, reduce this notice period at its discretion by accepting basic salary in lieu thereof
7. You will be entitled to privilege leave in accordance with rules of the company for the time being in force.



8. The age of retirement from the company's service is 58 years and may be extended to a maximum age of 60 at the discretion of the management
9. Your individual remuneration is purely a matter between yourself and the company and has been arrived at on the basis of your specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential
10. You shall, during your service with us, devote your whole time and attention to the Company's business entrusted to you and you shall not engage yourself directly or indirectly in any business or service other than the company's business and service
11. Information pertaining to Company's operation shall remain secret and safeguarded by you. On joining the company, a formal agreement of non-disclosure of confidential information and intellectual property etc., shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers, in which case you shall keep us indemnified against any breach thereof by you.
12. You shall inform the Company of any change in your personal data within 3 working days. 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 registered post to you at your address in India, as recorded by Company
13. The Actual performance incentive paid under the plan are within the complete and sole discretion of Siliciom Technologies
14. You will abide by the Rules and Regulations of the Company, which are in force from time to time and the Business code of conduct of the company. The company shall have the right to vary or modify any of or all of the above terms and conditions of service which shall be binding on you.
15. Rules & Regulations
You are required to observe local laws and norms and comply with corporate policies and procedures of the company which include the following mentioned policies (which are subject to changes by the Company). If you are in breach of any rules and regulations (including corporate policies) of the company, you shall be deemed to have breached this employment agreement
 - A. The Declaration of Interest
 - B. The Non- Disclosure & IP Rights Agreement
 - C. The Company Business Code of Conduct



16. The Company offer generous holiday and leave entitlements, which consists of 12 days of holidays every calendar year, inclusive of national holidays and festival holidays and 18 days of annual leave accrued at 1.5 days per month
17. Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.
18. The Company reserves the right at any time to change, modify, vary, amend, alter or Cease any part of your terms and conditions of employment as it deems fit . Other than these stated herein, you are entitled to any other benefits or compensations except those mandatory benefits as may be prescribed under Indian laws and regulations
19. For any clarifications or any other information kindly feel free to contact the undersigned

We are taking pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit

Cordially yours,
For SILICIOM TECHNOLOGIES PVT LTD

Shrayan R

HR Manager APAC / US / CANADA
Siliciom Technologies Pvt Ltd

I agree to accept the employment on the above terms and conditions. I will report for duty on or before _____

Signed: _____
Anusha Ramamurthy
Jan 18, 2022



Jan 18, 2022

Dear Anusha,

This has the reference to your Appointment no.SIL/HRM/2022/0096 dated Jan 18 2022, please bring the following on the day of your joining us:

- A. Photocopies in A4 size, of the following documents:
 - a. Birth Certificate
 - b. Marks cards from Std. X onwards (Graduation, Post-Graduation, PhD)
 - c. Experience / Commendation letters from your Previous Organizations
 - d. Relieving letters from your previous organizations
 - e. Salary certificate from your immediate previous employer
 - f. All pages of your passport. (in case you do not have one, please apply for the same immediately)

- B. Form 16 (duly filled up), from your immediate previous employer

- C. Employee Provident Fund and Employee Pension Scheme account number from your immediate previous employer

- D. Superannuation account if any, with your immediate previous employer

- E. Originals of all the above documents for Verification

- F. Original Offer Letter

- G. 3 Passport Size, color Photographs

We are looking forward to you joining us!



Shevan R
HR Manager APAC / US / CANADA
Siliciom Technologies Pvt Ltd



Annexure A

Compensation Structure

The Components of the compensation structure are explained hereunder;

Compensation Component	Description
Basic Salary	Basic salary which is used for calculating retrials HRA entitlement and Hike
House Rent Allowance HRA	50% of Basic Salary
Flexible Benefits Package FBP	As indicated for your level. Can be used for a. Leave Travel Allowance LTA b. Conveyance Expenses c. Telephone bills d. Internet allowance e. Medical bills claim
Retirals :	
a. Provident Fund PF	4 - 12 % of Basic Salary



Shravan R
HR Manager APAC / US / CANADA
Siliciom Technologies Pvt Ltd



Annexure B

Compensation Details

Personal & Confidential

Name :- Anusha Ramamurthy

Designation :- HR Associate

Domain :- Human Resource

Particulars	Monthly in Rupees	Annual in Rupees
Basic Salary	7500	90000
House Rent Allowance	3100	37200
Flexible Benefits Package	9267	111204
PF employer contribution	1800	21600
Gross Salary	21667	260004
Performance Incentive		0
Medical Insurance		10000
Total CTC		270004

Notes:

1. Performance Incentive will be paid after completion of a year
2. Flexible Benefits Package (FBP) can be used for :
 - a. Special conveyance allowance
 - b. Internet allowance
 - c. Telephone allowance
 - d. Meal Card allowance
3. Medical insurance is for only individual employee, if incase you want to cover your Dependants under medical insurance – please inform during joining and the cost will Be **25000rs** (Employee + Dependants)



Shraavan R
HR Manager APAC / US / CANADA

Date: 23-Jul-2021

Bhavani B S

Dear Bhavani,

This has reference to the discussions you had with us. This is to confirm our intent to offer you a position as per the details below.

Designation: Process Associate

Emoluments A	Per Annum	Per Month
Basic	179689	14974
Statutory Pay	15094	1258
Employer's Contribution to Provident Fund	21563	1797
Fixed Emolument	216346	18029
Performance Based Incentive*	8654	721
Total Emoluments (A)	225000	18750
Benefits B		
Employer's contribution of ESI	6331	
Gratuity**	8639	
Total Benefits (B)	14970	
Cost To Company (CTC):Total (A+B)	239970	
Deductions		
Employer's Contribution to Provident Fund		1797
Employee's Contribution to Provident Fund		1797
Employee's Contribution to ESI		122
Net pay		14313

***Compensation would be as per company prevailing policies.**

Date of joining: (Jul-Nov 2021) Tentative

(* - Based on completion of exams and as per business requirement)

Your place of work will be at Bangalore and you will be expected to attend the office during the working hours as decided by the company.

Your appointment is subject to the following:

1. Back ground check
2. You clearing your final semester/year exams with 50% aggregate

Gallagher Service Center LLP

Regd. Office: 401 A,B,C,D,E,F and G, Delta #2, Gigaspace IT Park, Vimannagar, Pune - 411 014, Maharashtra (INDIA) Tel. : +91 20 6625 1700

Brigade Magnum, 1st Floor (Wing-A) & 2nd Floor, International Airport Road, Amruthahalli, Kodigehalli Gate, Hebbal, Bengaluru - 560 092, (INDIA) Tel No.: +91 80 4034 3434 / 6191 6000

LLPIN: AAI- 5010 - ('Registered with Limited Liability')

(Formerly known as Gallagher Operations Support Services Private Limited (CIN: U72900PN2006PTC128475) up to February 07, 2017)



A detailed appointment letter will be issued to you on DOJ.

Looking forward to a long and mutually beneficial association.

Yours faithfully,
For Gallagher Service Center LLP

A handwritten signature in cursive script, appearing to read 'Thulasi R', written over a horizontal line.

Thulasi R
Senior Service Delivery Manager- Human Resource

Name: _____

Date: ____ / ____ / _____

Sign: _____

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

15-Mar-2022

C6251202



**For Accenture use only*

Bhumika Shivamurthy
#66 3rd cross 1st main bhuvanewari nagar KP agrahara near GT world mall banglore 560023
Management Level - 13
Sublevel - 3

Job Profile - Transaction Processing New Associate
Job Family Group - Business Process Delivery
Business Deal - Non Contact Center

Dear Bhumika,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in Bengaluru, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

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 based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

Version 7.7 Dec 2021

1

Candidate's Signature

Bhumika Shivamurthy

Reference Id: 0719410a-efac-4d53-8134-8725f1fc7219_2
Signed By: Jal Rumi Master

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.

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 4 'Documentation'.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note, that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

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 or any alterations/amendments as per the discretion of the Company. These documents 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 as per the manner and within the specified time shall result in termination of employment.

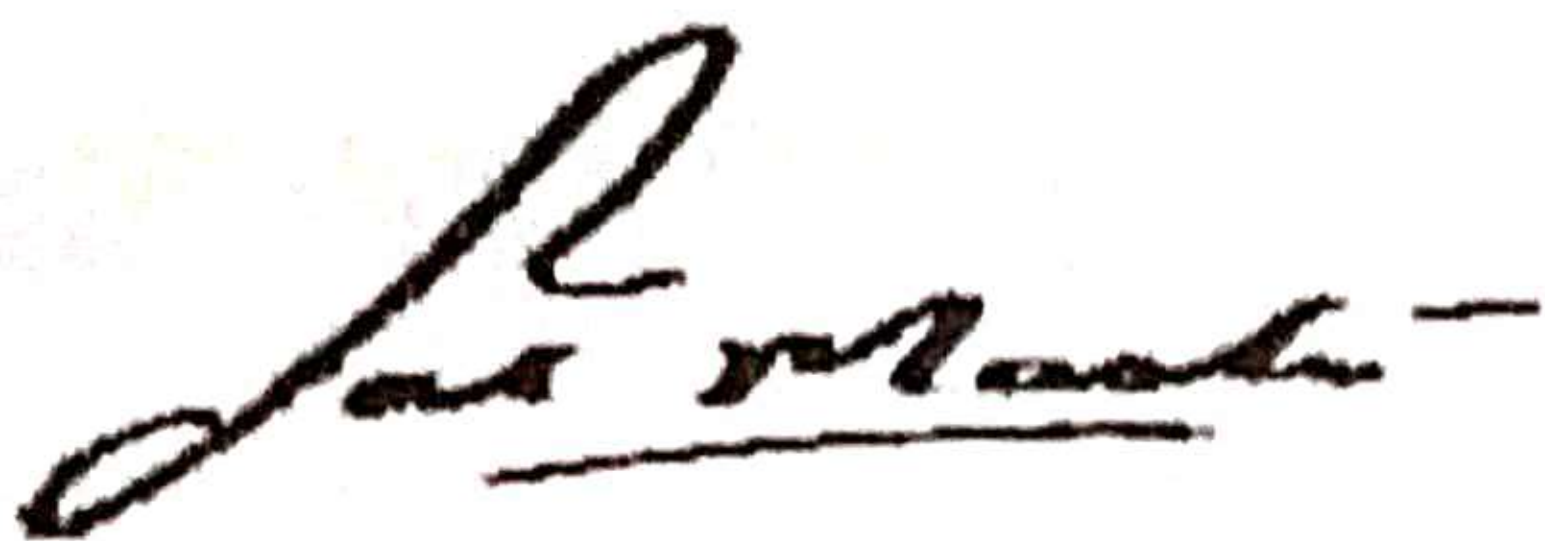
This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period 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.

Your annual total cash compensation will be INR 237800 and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

Bhumika, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call nikita.easu at 7259839450 should you have anything you would like to discuss further.

Bhumika

We believe you have a successful career ahead of you and look forward to your joining us.
Yours sincerely,



Jal
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED

BHUMIKA.S

[Insert full legal name]

Date: 21-03-2022

Candidate's signature Bhumika.S

Candidate's Signature Bhumika.S

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 205000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 205000	INR 237800

* Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of INR 205000/-; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY22 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 16% 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.

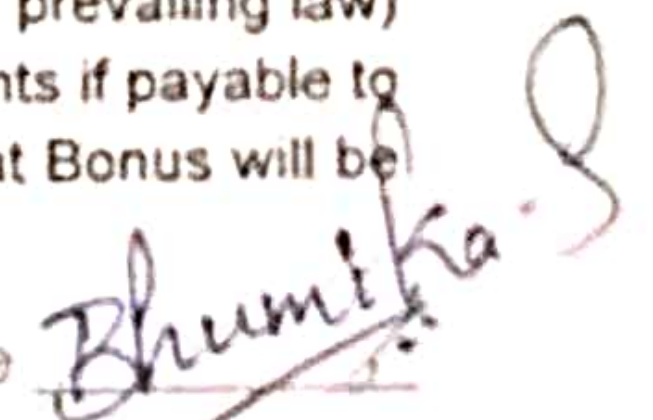
Joining Bonus: You will be paid a joining bonus of INR 15000. The joining bonus is a one-time conditional payment that you will be entitled to only if you (a) join us on or before the date of joining confirmed to you by the recruiter; and (b) are employed with the Company for a period of 12 months from the date on which you join the Company. However, to facilitate your transition into Company, the joining bonus will be paid to you in advance along with the 1st month's salary. In the unlikely event, you choose to leave the Company, or if your services are terminated for any reason whatsoever, other than for redundancy, before the completion of 12 months of employment with the Company, the aforementioned joining bonus will be construed as debt due and will have to be repaid fully by you before your last working day. By signing this Agreement, you authorize the Company to set off the advance amount i.e. the joining bonus due from you against any amounts, salaries, allowance, or any other pecuniary benefit due and payable to you by the Company. However, if the advance amount exceeds the amount due and payable by the Company to you at the time of your exit, the Company shall notify you of the same, and you agree to pay the remaining balance within the notified timelines. In the event you fail to repay the balance of the joining bonus pursuant to the time frame 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 attorneys' fees and court costs.

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. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions 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.

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.



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.

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:

1. Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum.

a) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments.

b) 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 and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

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 one time of your annual fixed compensation with minimum cover of INR 5,00,000.

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. Gratuity as per The Payment of Gratuity Act, 1972.

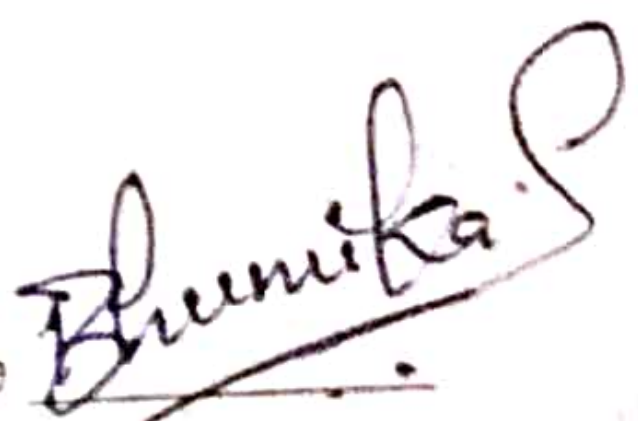
5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

▪ **Employee Stock 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.

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 above mentioned benefits.

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.



ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as '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-'-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 employer 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 the 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 the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the 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 the 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 the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

BHUMIKA.S

[Insert full legal name]

Date: 21 - 03 - 2022

Bhumika.S

ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. 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 Aadhar details and seeding Aadhar 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.



**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

09-Nov-2021

C5683763

Jeevan S Gowda

43/9,2nd Floor,5th cross, Kamakya layout,BSK stage-3 560085

Management Level - 13

Sublevel - 3

Job Profile - Customer Service New Associate

Job Family Group - Business Process Delivery

Business Deal - Non Contact Center

Dear **Jeevan**,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in **Bengaluru**, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

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 based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

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.

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 4 'Documentation'.



At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take the first dose of the vaccine before onboarding and be prepared to take the second dose within 90 days from the date of onboarding.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

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 or any alterations/amendments as per the discretion of the Company. These documents 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 as per the manner and within the specified time shall result in 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.

Your annual total cash compensation will be **INR 237800** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

Jeevan, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **shahina.banu** at **8919585466** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.
Yours sincerely,




Jal
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

Jeevan S Gowda
[Insert full legal name]

Date: **23/11/2021**

Candidate's signature 

Candidate's Signature 

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 205000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 205000	INR 237800

* Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of **INR 205000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY22 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **16%** 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.

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. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions 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.

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.

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.

In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for



coverage of pre-existing ailments.

For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under:

- 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
 3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
 4. Gratuity as per The Payment of Gratuity Act, 1972

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 above mentioned benefits.

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.



ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as '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 employer 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 the 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 the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the 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 the 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 the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Jeevan S Gowda

[Insert full legal name]


Date: **23/11/2021**



ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. 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 Aadhar details and seeding Aadhar 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.



Appointment Letter

Dear Panchakshari A

Congratulations! We take immense pleasure in appointing you a position as Brand Promoter at Channelplay Limited.

We welcome you to be part of this close knit family. You are joining a group of colleagues who are smart, passionate about what they do, and have impeccable integrity. We are all in this together to learn, to perform, and to grow; both as individuals and professionals. Over time, as you prove that you share the above values with us, we assure you a phenomenally rewarding career.

We hope your decision to work with us is just the beginning of a wonderful mutually enriching experience.

The details of your employment are as follows.

Full Name	Panchakshari A
Employee Code	254232
Designation	Brand Promoter
City	Bengaluru
Grade/Band	N1/Band 1
Type of Employment	Contractual
Term of Employment	15-01-2022 to 31-05-2022
Fixed Annual Cost to Company	324360
Annual Performance Linked Variable Pay	0
Total Cost to Company	324360
Notice Period	14 days
Other Perks	Expense reimbursements as per policy - Channelplay Executives & Sr. Executive Policy Life, Disability & Medical Insurance

Please refer to the following pages for important details about your employment. It is mandatory that you read them and acknowledge your acceptance below for this offer of employment to be considered valid.

Annexure 1 to Appointment Letter: Compensation Details

Annexure 2 to Appointment Letter: Terms & Conditions of Employment

Once again, congratulations! We look forward to you building an awesome career with us.

Sincerely,



Authorised Signatory
Channelplay Limited

Appointment Accepted with Terms & Conditions:



Signed: Panchakshari A
Date: 17/1/2022

Channelplay Limited

9 800, Udyog Vihar, Phase - V, Gurugram, Haryana - 122016
■ contact@channelplay.in ■ hr-helpdesk@channelplay.in
■ + 91 124 - 4720100

CIN: U74140HR2007PLC073730

■ www.channelplay.in

Annexure 1 to Appointment Letter: Compensation Details

	Heads	Monthly	Annual
1	Emoluments		
A	Basic Pay	15555	186660
B	Bonus	1296	15552
C	House Rent Allowance	7235	86820
D	Special Allowance	994	11928
2	Company Contributions		
E	Provident Fund	1800	21600
F	Employee State Insurance	0	0
G	Govt Operational Charges	150	1800
3	Employee Deductions		
I	Provident Fund	1800	21600
J	Employee State Insurance	0	0
K	Medical & Life Insurance*	281	3372
4	Gross Pay (A+B+C+D)	25081	300972
5	Fixed CTC (4+E+F+G)	27031	324372
6	Net Take Home (4-I-J-K)	23000	276000
7	Variable	0	0
8	TCTC (5+7)	27031	324372

Sincerely,



Authorised Signatory
Channelplay Limited

Appointment Accepted with Terms & Conditions:



Signed: Panchakshari A
Date: 17/1/2022

Channelplay Limited

9 800, Udyog Vihar, Phase - V, Gurugram, Haryana - 122016
 ■ contact@channelplay.in ■ hr-helpdesk@channelplay.in
 ■ + 91 124 - 4720100

CIN: U74140HR2007PLC073730

■ www.channelplay.in

Annexure 2 to Appointment Letter: Terms and Conditions of Employment

1. Duties and Responsibilities

You shall work in the best interest of the company. Your duties include, but are not limited to the following:

1. Working within company's Code of Conduct and operative policies as laid down from time to time. The company has clearly stated policies on working hours, leave, transfer, reimbursement, usage of company's assets, rights to raise purchase requests from vendors etc. You shall follow them in letter and spirit.
2. Diligently completing Jobs/Tasks assigned to you by your supervisor or management.
3. Participating in the growth of the company by taking initiative in bringing opportunities, reducing wastage of money or resources, giving suggestions to improve the working environment.
4. Not engaging in any other work activities not sanctioned by the company including any kind of freelancing, part time or fulltime employment from any other entity during the period of your tenure with the company.

2. Confidentiality

You shall not at any time or in any manner, either directly or indirectly, divulge, disclose or communicate to any person, firm, corporation, or other entity in any manner whatsoever, any information concerning any matters affecting or relating to the business of employer, including but not limited to any of its customers, the prices it obtains or has obtained from the sale of, or at which it sells or has sold, its products, or any other information concerning the business of employer, its manner of operation, its contractors for procurement of its product, its plans, processes, employee details, sales figures, profit margin, website functioning, development tools, software know-how, government authority proceedings or other data without regard to whether all of the above-stated matters will be deemed confidential, material, or important. You shall also not disclose any knowledge, information, trade secrets, strategies, business plans, and business models of the employer or its customers gained or accessed during the tenure of his/her employment with the employer or/by attendance in a workshop, training, presentation organized by the employer or vendors, clients or partners of the employer.

For the purpose of avoidance of doubt, any information that has not been explicitly put in the public domain by the employer or its client or any government authority is to be considered confidential information. This clause is applicable in perpetuity and has no expiry period.

3. Intellectual Property Rights

Any process, strategy, solution, drawing, design, copyright, patent, trademark or the like developed by you in the course of your employment with the company shall be the sole property of the company. Any modification or amendment to such process, strategy, solution, drawing, design, copyright, patent, and trademark shall also always be the sole property of the company. In case the company at any time applies for the registration of such process, strategy, solution, drawing, design, copyright, patent, trademark, you shall extend your full support and cooperation for the same.

Channelplay Limited

4. Probation Period

You will be on probation for a period as mentioned on the appointment letter starting from the date of your joining. Upon satisfactory completion of probation period, your services will stand confirmed, subject to a formal written approval from the authorized representative of the company. Your probation period may be extended for such period as may be deemed fit by the management of the company and such extension, if any, shall be binding upon you. During the probation period, either party may terminate this employment by serving a written notice period as indicated on the appointment letter as well.

5. Compensation & Reimbursement of Expenses

During the tenure of your employment the company shall pay you a salary as described in **Annexure-1**. Your compensation package may be revised periodically based upon your performance review. The compensation package is strictly confidential.

You may be paid a performance linked variable pay, or incentive, if and as mentioned in your appointment letter. The variable pay may be paid partially or fully depending on your achievement of the performance criteria defined by management and duly communicated in writing or through a software system. No variable pay is payable if no performance criteria are defined, and variable pay is only payable if you serve the full length of the period for which the performance criteria are defined.

You understand and accept that your physical presence is an essential precondition to your employment as your work cannot be virtually delivered and hence in case you are unable to be physically present at your deployed establishment(s) due to any force majeure event including but not limited to a government ordered lockdown or closure of the establishment(s) you are deployed at; you will consider that the essential pre-condition to your employment is vitiated and hence you shall not claim wages or any statutory dues which may legally accrue, for that period during which you are not able to be physically present at work.

Any tax or similar levy related to remuneration payable to you is your liability. The company will deduct Tax at Source as per applicable regulations.

Eligible expenses incurred by you in the course of carrying out your duties as employee of the company shall be reimbursed by the company by way of an expense reimbursement policy and procedure of the company. It should be clearly understood that the policy entitlement is strictly for actual expenses incurred and is not a source of additional income for you.

6. Deputation, Transfer and Relocation

The company may, at its discretion, depute you to any subsidiaries of the company or to any subsidiaries of the holding company of the company or transfer you to or from any of the company's departments, branches or locations to another department, branch or location.

7. Retirement or Appointment Expiry

You will retire from the employment of the company at the end of the month in which you attain 60 years of age unless an extension is provided by the company in writing. The company does not provide any retirement benefits.

Channelplay Limited

If an end date has been mentioned in your appointment letter, unless an extension is provided in writing, you will automatically stand relieved on such date subject to satisfactory completion of your duties and obligations upon discharge from company as mentioned elsewhere in this document.

8. Resignation

You shall have the right to resign from the company by giving written notice and subsequently serving the applicable notice period mentioned in your appointment letter. The company reserves the right to not provide waivers to the notice period except when force majeure circumstances make serving of such notice period impossible or too difficult. A waiver, if provided, would be against you reimbursing the company for an amount equivalent to your remuneration for the notice period not served. The company does not allow the use of earned & casual leaves, if any, against the notice period. If you avail any earned leaves during your notice period, your last working day shall accordingly get extended by the number of days of earned leaves availed by you during such period. Failure to serve the applicable notice period would be considered a violation of your employment terms.

Your relieving from the company will be subject to complete and formal handover of all assignments, proper transitioning and knowledge transfer.

9. Termination

The company shall have the right to terminate your employment at any time by giving a written notice and providing you the applicable notice period mentioned in your appointment letter.

Termination due to Ethical/Moral Breaches or Disciplinary issues

The company shall have the right to immediately terminate your employment without liability for compensation/salary or damages upon the happening of any the following events:

1. If the employee is convicted of any criminal offense other than an offense which is reasonable for waiver in the opinion of the company.
2. If the employee discloses any information, data, trade secrets which are not to be disclosed as mentioned in confidentiality clause of your appointment letter.
3. If the employee makes any remarks of indecent or threatening nature or spreads/participates in rumors which make the working environment unhealthy for a co-worker or disrupts the normal work of the company.
4. If the employee harasses or discriminate against any co-worker on the grounds of gender, religion, caste, sexual orientation or other such matters.
5. If the employee demonstrates insolence, impertinence, rudeness or misbehavior towards any colleague, client, visitor or public servant inside the work premises or outside where such act relates to employment.
6. If the employee deliberately makes a false complaint or report against any employee.
7. Carrying or being in possession of any weapon or narcotics or other prohibited substances inside the work premises.
8. If the employee is found under the influence of alcohol or narcotic substances while at duty.
9. If the employee is found guilty of stealing, misusing or misappropriating company's property or funds including submitting fake bills for reimbursement claim.

Channelplay Limited

10. If the employee undertakes a financial transaction on behalf of the company or its clients for which they have not been explicitly authorized in writing.
11. Misconduct or willful neglect in the discharge of duties. Habitual absence from work without leave, habitual late attendance or leaving of work before the scheduled time, habitual inefficiency, carelessness and defective work causing quality or quantity of work to suffer.
12. If the employee fails to obey authorized and reasonable instructions of supervisor or company's authorized representative or fails to follow norms/rules as per the company's policies communicated to them on joining or any changes/amendments in rules given in writing from time to time.
13. If the employee does any act or omission by virtue of which the company suffers a reasonably avoidable loss in the business.
14. If the employee remains absent from duty for more than 5 days without any intimation or approved leave.
15. If the employee strikes work or incites others to strike work in contravention of the provisions of any law. The term "striking work" includes work-to-rule, sit-down and / or stay-in strike, pen-down strike and sympathetic strike.
16. If the employee is part of an activity or makes a statement to any person or in public which is prejudicial to the interest of the company.

Termination due to Poor Performance

The company shall have the right to terminate the employee by providing the applicable Notice Period or Compensation in lieu of the Notice Period if the employee is unable to perform his/her duties at the expected level of performance.

Termination due to Business Exigencies

The company shall have the right to terminate the employee by providing Notice Period or equivalent compensation in lieu thereof, if:

1. The post on which the employee was designated no longer exists in the company due to business exigencies.
2. The company decides for any other reason that the employee's employment with the company is no longer required.
3. If a force majeure event renders you unable to perform your services, or renders the company unable to continue to employ you.

Termination due to Medical Reasons

The company shall have the right to initiate terminate the employee by providing Notice Period or equivalent compensation in lieu thereof, if the employee is declared unfit on medical grounds to continue his/her services with the organization for the foreseeable future.

10. Duties and Obligations upon Discharge from Company

You shall, on or before the last date of your employment with the company, hand over all the assets, furniture, fixtures, documents, vehicles, immovable properties etc. of the company in good shape and condition to the authorized person of the company on or before your last date at the company and obtain clearance certificate for the same. Failing in compliance of the above, the value of the non-returned materials shall be adjusted against any dues outstanding towards the

employee and the employee will be liable to pay back to company any amount unrecoverable through outstanding dues.

If you have access to any information belonging to the company or its clients, vendors and partners, you must return all copies of such information and delete and destroy all copies that cannot be returned and should cease from accessing any facilities or software systems that may provide such access in the future.

11. Non-Compete & Non-Solicitation

You shall not at any time during the term of this appointment letter or for a period of one year from the date of discharge from Channelplay:

1. Set up a business of your own in competition with the company and will not pose as a competitor to the company.
2. Solicit business from clients or customers that you were engaged with in service of the company.
3. Hire/offer/persuade a colleague employed with the company to join your new place of employment.

12. Breach of Contract Agreement and Terms

If you are in breach of any terms of this agreement either during the employment or after the employment for a period as specified in respective clauses, the company will pursue all legal remedies for punitive action and to recover from you any damages caused due to the breach of this agreement.

13. Liability

You shall be liable to compensate to the company for the entire loss suffered as to its business and goodwill in the event of the following circumstances:

1. In the event of your indulging in such activities or giving such undertaking or making a statement to a person or in public that is prejudicial to the interest of the company.
2. Exercising the powers possessed by you, by virtue of your holding the position of employment with the company, for your personal profits or gains to the detriment of the company's interest.
3. In the event of stealing, misusing or misappropriating company's property or funds.
4. In the event of your incurring expenses or causing the company to incur expenses which are outside of explicitly defined policy or in violation of defined company procedure as may be informed through training programs or announcements circulated from time to time.
5. In the event you solicit any of the company's employees for terminating their employment with the company or for disclosing the company trade secrets to you or to any third party.
6. In the event you disclose any information, data, trade secrets which are not to be disclosed as mentioned in confidentiality clause of this appointment letter, then you shall be liable to pay any damages relating to disclosure from you as claimed by the employer or any third party on and upon the company.

Channelplay Limited

14. Dispute or Disagreement

In the event of any dispute or disagreement arising from this agreement or over the interpretation of any of the terms here in above contained or any claim or liability of any party, the same shall be referred to an Arbitrator to be appointed by the Managing Director of the company, whose decision shall be final and binding upon the parties hereto. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration & Conciliation Act, 1996 of any modification or reenactments thereof. The place of arbitration shall be Gurgaon.

15. Effect of Partial Invalidity

The invalidity of any portion of the terms mentioned herein will not and shall not be deemed to affect the validity of any other terms/provision. In the event that any terms/ provision is held to be invalid, the parties agree that the remaining terms/ provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the exclusion of the invalid term/ provision.

I have read and understood all the terms and conditions mentioned in this Annexure 2 to Appointment Letter and accept the same.

Signature:



Name:

Date:



Appointment Letter

17-March-2022

Sanjana B

**#413,2nd D main road 11th block,
2nd stage Nagarabhavi
Bangalore 560072
Karnataka**

Dear Sanjana,

We are delighted that you are interested in joining AXA Business Services (Pvt) Ltd Company. This letter conveys the detailed terms and conditions of our offer to you.

If you are agreeable to our terms and conditions, please signify your assent by signing the duplicate of this letter and returning the same to us.

Date of Joining: 17th- March -2022

1. Current Position and Reporting.

Your Designation is " **Analyst – PMO** " You will report to your supervisor

2. Location

You will be based in **AXA Ecopolis Bangalore**. However, based on business exigencies you may be relocated by the Company anywhere in India or abroad or your services transferred from one location to another, one department to another, one shift to another in India or abroad to any of subsidiary / associate / partner or parent Company.

3. Probation

You will be on probation initially for a period of six months from the date of joining. At the end of this probation period, you will be confirmed in the employment of the Company on the basis of a satisfactory performance report from your supervisor. If the performance during this period is not satisfactory, the Company will have a right to either terminate your services at the end of six months without any notice or extend the probation period for an additional period as deemed fit by the Company. Till such time that you do not receive a letter of confirmation. As per our Company Policy in case your work entitles you to travel on-site you are required to sign a bond for one year.

3.1 Notice period

During and after the probation, you will be required to give either

- (a) Three months' notice or
- (b) Three month's salary thereof, in case you decide to leave our service. The choice of either option shall always be subjected to Company's discretion. Similarly, the Company can terminate your services by giving three months' notice or salary thereof at the sole discretion of the Company.

4. Remuneration

4.1 Salary

The Employment Cost is **Rs. 350000.00/-** per annum. Increments will be subject to our satisfaction of your overall performance, including work, conduct and attendance. The periodicity of such increments will be determined and communicated to you by the Company from time to time. The details of your remuneration are set out in Annexure 1.

The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you. You will be personally responsible for your tax liabilities and other dues. The Company shall also be entitled to deduct any sums as may be recoverable from you from time to time. It is also mandatory for the employee to provide the PAN details to the Company before the first salary is processed; failing which appropriate income tax deduction will be done from the salary as per statutory guidelines.

4.2 Medical Coverage

You are covered under Group Medical & Personal Accident Policy.

4.3 Performance Incentive

Only employees in the active rolls (excludes resigned employees) of AXABS as on the Incentive payment date would be eligible for Incentives.

5. Leave

You will be entitled to leave in accordance with the company rules. Please refer to the detailed policy on the same.

6. Provident Fund

You are entitled to join our Provident Fund Scheme, from the date of joining.

7. Termination Notice

7.1 Serious Misconduct

The Company may end your employment at any time, without notice, because of your serious misconduct, serious neglect of duty, or serious breach of any of the terms of this employment agreement.

7.2 Disciplinary Action

If you fail to comply with the provisions of your employment agreement or any other Company performance requirements, the Company may take disciplinary action, which may include suspension with or without compensation and, in certain circumstances, termination of your employment.

7.3 Personal Information

If at any time, it is found that you have supplied personal information or data, on which this offer is made, which falls contrary to facts, misleading or incomplete, or if you are found to have willfully suppressed any material information your employment with the Company will stand terminated without notice.

7.4 Attendance

Every employee is required to daily sign the attendance register or any such statutory instrument. In case you plan to take / have taken leave, you must fill appropriate leave details in the leave tracking system. If you are absent without permission from your duties for more than 8 days, it will be assumed that you have abandoned your duties, and employment with the Company will automatically stand terminated.

7.5 Other Employment

You shall not engage directly or individually in any trade or business or undertake any other employment. Written approval to do so will have to be taken by you from the Managing Director of the Company. Breach of this condition shall lead to termination by the Company without notice or compensation.

8. Confidentiality

8.1 Confidentiality of Remuneration

It is a condition of your service to ensure that the organization's policy of maintaining the strictest confidentiality for the remuneration you receive are observed by you at all times. Besides, the terms of this offer detailed above should be treated as privileged information between you and the Company.

8.2 Protection of Interest

If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the Company, such developments will be fully communicated to the Company and will remain sole right / property of the Company. By signing this employment agreement you assign to the Company all proprietary rights including all ownership rights and copyright and the exclusive right to develop, make, use, sell, license or otherwise benefit from any inventions, discoveries, processes and improvements, made by you during your employment with the Company, and agree to execute any further document that is necessary or desirable to give full effect to your obligations in this paragraph.

8.3 Others

You must not disclose or use in any manner (except in the proper course of your employment, by compulsion of law, or on the written direction of an authorized officer of the Company or its auditors) any information about the Company, unless the information is already legitimately in the public domain. This obligation extends even after your employment with the Company ends.

You must also return to the Company on request or immediately after your employment with the Company ends: all books, papers, documents and other property which belong or relate to the Company, its customers or its affairs, and any copies of such documents; and any vehicle, computer hardware or software, keys, security pass or other property, which belongs to the Company.

9. Business Conduct

9.1 Values and Ethical Standards

The Company has developed guiding values and expects you actively to ensure they are an integral part of the way that you, and those who report to you, carry out duties within the Company.

The Company expects you to further the Company's objectives and reputation and faithfully and diligently to perform your duties, exercise your powers, and manage with integrity and respect all matters concerning the Company's employees and customers.

The Company also has certain ethical standards, which you are required to maintain. In particular, you must not in any way, either directly or indirectly become engaged, concerned or interested in any business whether as principal, partner, director, agent, promoter or beneficiary except that of the Company. This requirement may be waived at the Company's discretion by a written consent signed by the Managing Director.

9.2 Conflict of interest

Although you are generally free to engage in personal financial and business transactions, this is not unlimited. You must avoid situations where your loyalties may be divided between Company's interests and your own interest. You must conduct yourself so that you do not even appear to have a conflict.

9.3 Company Resources

You will not disrupt, damage or interfere with the operations or business of the Company for a period of one year after your termination from the Company. After termination of employment with the Company, you will also not engage in activities that harm the interest of the Company. However, this does not prevent you from taking up employment outside. Upon termination of your employment with the Company, you will return all the Company property to the Company unless the Company written permission to keep it is obtained.

9.4 Company Assets

It is the responsibility of each employee to safeguard Company's assets. This includes protecting them from unauthorized use by self and others. Use of assets for any unlawful or improper purpose is strictly prohibited.

Except inexpensive gifts, advertising novelties, favors, or entertainment that are consistent with accepted business practice and are of limited value not be construed as a bribe or payoff, gratuities to or from customers, suppliers, or their employees including government officials is strictly prohibited. You must ensure the practice followed do not violate any law, government regulation or generally accepted ethical standards, and public disclosure of the facts will not embarrass the Company. The Company provides you, amongst various assets, the mail system, telephones, web access, etc. you may use these facilities for some personal work, but such occurrences should be minimized and kept within acceptable norms. Messages for personal gains, solicitation, chain letters, threatening / obscene / harassing messages are simply not allowed and such misuse of assets may result in you immediate termination.

Any data kept on Company assets is Company property and you should not have any expectation of personal privacy.

9.5 General Terms & Conditions

During the period of your employment with the Company, you may from time to time be placed on one or more locations situated at the premise of Company's client ("Client Locations") to support one or more than one client process(es) or internal work activities in the due course of performance of your services with the Company duties,. At all times, you shall be bound by the terms and conditions contained in this letter of employment and our other the and all other Company Rules & Regulations for the time being in force and as may be varied from time to time in performance of the assigned such job duties, while on Client Locations or otherwise. You shall at all times remain in the sole and exclusive employment of the Company in accordance with your appointment letter, and you agree without demur that you are not entitled to and shall not lay claim for employment or any other benefits/entitlements be entitled to any benefits of from the Company's client(s) during the course of your performance of the assigned job duties at the Client locations and shall not make any claims thereof.

10. Relocation

In case you resign from the organization within 1 year from the date of joining, you will be required to return the entire relocation amount, if any, that has been reimbursed by the Company on your relocation.

11. Retirement

You will retire from the services of the Company on reaching the age of 60. Such retirement, at the age of 60, will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the Company any time "after attaining the age of fifty five", if it is of the opinion that you are not physically or mentally fit enough to perform required duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

12. Global Employee Database

As part of the Global Employee Database, AXA Business Services and AXA Group reserves the right to use employee personal information such as tax residency, Company name, local employee ID (a purely internal identification number), address, date, state and country of birth, nationality and relevant details for the purpose of Social data reporting and Group reporting as well as Allotment of AXA Miles wherever applicable

13. Others

You are required to observe the rules and regulations of the Company and maintain utmost discipline and good conduct.

In addition to the terms and conditions of this employment agreement there are other policies & procedures that apply to your employment. The Company for the efficient and fair administration of employment and other business matters formulates these policies and procedures. You must diligently comply with the Company's policies and procedures, as amended from time to time.

The business may require you to undergo mandatory certifications/exams within a stipulated period of time. If you do not meet with this requirement, your services with the Operating Company may be re-considered.

You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment.

The Company provides a challenging and ever changing job environment. We trust it will be possible for you to develop and enhance your capabilities within the Company. We look forward to your continued contribution to the opportunities and challenges facing the Company.

We welcome you to our organization and look forward to a long and happy association with you. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

Welcome to AXA Business Services.
Yours sincerely,

For AXA Business Services Pvt. Ltd.



Srinivas Nishtala
Lead - Total Rewards

Declaration

I, _____, do hereby declare that I have fully read and understood the terms and conditions of the Letter of Appointment issued to me by AXA Business Services Private Ltd., and do hereby accept the said Letter of Appointment and further give my consent to the said terms and conditions contained therein.

Signature

Place:

Date:



ANNEXURE - 1

BREAKUP OF TOTAL COMPENSATION PACKAGE		
Name :	Sanjana B	
Designation :	Analyst - PMO	
Level :	A1	
(A) FIXED COMPONENTS	<i>Rupees per Annum</i>	<i>Rupees per Month</i>
Basic	180000	15000
Company contribution to PF	21600	1800
HRA	72000	6000
Personal Allowance	15	1
Statutory Bonus	15000	
Sub Total	288615	22801
TOTAL (E)	267015	21001
TOTAL FIXED PAY (TFP) = (A)	288615	
(B) PERFORMANCE INCENTIVE		
Performance Bonus @5% of TFP	14431	
TOTAL (B)	14431	
(C) RETIRALS & OTHER BENEFITS		
Gratuity	8654	
TOTAL (C)	8654	
TOTAL SALARY (TS) = (A+B+C)	311700	
Medical Insurance Premium	9500	
Shift Allowance (If Applicable)	28800	
TOTAL (D)	38300	
TOTAL COST TO COMPANY (TCC) = (A+B+C+D)	350000	

For AXA Business Services Pvt. Ltd.

Srinivas Nishtala
Lead - Total Rewards



Note:

- 1) Total take home salary = E, subject to tax and employee contribution to PF.
- 2) Performance Bonus mentioned above is indicative and is paid out to all such employees who are on the active rolls of the company, as on the date of Performance Bonus payout.
- 3) All employees will be covered under Group Term Life insurance with additional critical and terminal illness for a principal amount limited to five times the TFP.
- 4) Employees (self, spouse and two children) are covered under Group Medical Insurance for a sum of Rs.400,000 per annum for any hospitalization expenses. This is applicable until March 31, 2022, and insurance cover for next year will be decided at a later date.
- 5) All employees will be covered against personal accident for a principal amount limited to five times the TFP.
- 6) All employees will also be covered under Employees Deposit Linked Insurance for a principal amount limited to Rs. 7,01,000.
- 7) **Shift Allowance:** If employee works in shifts the corresponding shift allowance to the timing worked is paid, if the employee moves to a normal shift then shift allowance is not applicable.

Any shift starting after 6:00 am and on or before 8:00 am - Rs.2000 per month

Any shift starting at or after 4:00 pm but before 8:00 pm - Rs.3200 per month

Any shift starting at or after 12:00 noon but before 4:00 pm & Any shift starting at or after 5:00 am but on or before 6:00 am - Rs.2400 per month

Any shift starting at or after 8:00 pm but before 5:00 am - Rs.4000 per month

For AXA Business Services Pvt. Ltd.

Srinivas Nishtala
Lead - Total Rewards



February 23, 2022

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore – 560045, India.
Tel : 91-80-49139999
<http://www-07.ibm.com/in/careers/>

Dear Aashrith K

The world is at a major turning point; technology is enabling entirely new forms of business operations, business models, industries and outcomes. We have exponentially more power to reach the full potential of our life's work than any humans before us. This is IBM's vision for the future.

We invite you to join us as a Service Associate – HR, in band 4 to do your best work ever. You will be working alongside passionate IBMers, business & technology experts, who are constantly building their knowledge and expertise to find the best solutions to help our clients achieve their goals and create new possibilities.

At IBM you will experience an inclusive and collaborative culture where you can offer ideas and solutions, no matter your experience or area of expertise – you have an audience that listens from Day 1. You will have access to world-class learning opportunities to help you create the career you've always imagined. Join us and you'll be proud to call yourself an IBMer.

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





February 23, 2022

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore – 560045, India.
Tel : 91-80-49139999
<http://www-07.ibm.com/in/careers/>

Dear Aashrith K

We are pleased to offer you the position of Service Associate – HR, in band 4 at IBM India Pvt Ltd(IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e March 4, 2022. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

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

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:



- Relieving document from most recent employer – Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation
- Passport and Pan card– If you do not have Passport or Pan card you need to bring one of the following IDs.
 - Voter ID card
 - Driving License
 - Aadhaar Card
 - Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only) :- Degree certificate and all year mark sheets for the highest degree attained.

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

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



- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- IBM encourages and fosters a culture of strong performance from its employees. Accordingly during your service with IBM, you will be required to comply with the following:
 - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
 - You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.
 - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
 - You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
 - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
 - Your compliance with the above terms and conditions shall be reviewed from time to time and shall be an integral condition of your continued employment with IBM.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.



- You will, by default, be enrolled in IBM's Group Mediciam Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your service without notice or compensation.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.



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ANNEXURE A

DATE	February 23, 2022		
NAME	Aashrith K	BAND	4
DESIGNATION	Service Associate – HR	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		173000	
3. Annual Reference Salary (ARS)		353000	
4. Retirals			
a) Provident Fund (PF)		21600	
b) Gratuity @ 4.8%		8640	
5. Annual Reference Salary + Retirals		383240	

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

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

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



OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS



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

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA

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

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

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

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

SIGNATURE

PRINTED NAME

DATE



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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) "Flat" Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).
(c) ESIC	Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.
Annual Reference Salary	Annual Basic Salary + Annual FBP

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



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Other Benefits- Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediciam Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediciam Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediciam insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

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

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable)

**Subject to enrolling the new dependent within 45 days from the date of event.*

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

Critical Illness Buffer

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

Domiciliary Benefit

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

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving



retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

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

- a) in case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressly given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) In case of any injury resulting in Death or permanent total disability.
- c) In case of occupational disease as defined under the Act.

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



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ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # : _____ Date Of Hire : ___ / ___ / _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

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

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation. (b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

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

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to



the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code. The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my IBM employment.

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

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

Description of Excluded Development	Date Created	Named Party/Termination Date

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

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM



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

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

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

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

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

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

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

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

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.



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

Employee's Full Name	Employee's Signature	Employee Serial No.	Date



COVID-19: IBM Initiatives for Employees and Communities

As we navigate the COVID-19 pandemic, IBM has taken a series of initiatives to help and support our employees and their family members in this challenging environment. The health and safety of IBMers, partners, and clients is our top priority.

We have put together a comprehensive support plan for our employees and their families to tide through this pandemic.

Employee Well-being and Safety

- **Vaccination for all IBMers:** Vaccination camps will be opened (in line with Government regulations and availability of vaccines) in all major cities with IBMer populations. IBMers and their family members will have the option of getting vaccinated at hospital centers or camps at selected IBM locations. We are working closely with the concerned authorities on this
- **Dedicated 24X7 Medical Helpline with Portea:** IBM has launched a dedicated helpline through Portea Health Care Services - for a variety of services including doctor consultation, medical/home care services, and testing services. This helpline is the first point of contact for support for any medical help.
- **Access to Oxygen Concentrators**
IBM has procured oxygen concentrators to support IBMers and their family members. We have partnered with Portea Health Care Service to deploy these oxygen concentrators across Bangalore, NCR (Delhi, Gurgaon, Noida), Kolkata, Chennai, and Hyderabad.
- **Eldercare Support with Samarth:** IBM has partnered with Samarth, one of India's leading organizations supporting the elderly by creating a COVID care system. Samarth will help the elders deal with the pandemic by providing 24/7 emergency assistance, home care resources, medicines, doctor tele-consultations, food services, oxygen, and requirement for other equipment as needed.
- **COVID Care Center:** We have worked with Apollo Hospital to offer medically supervised "step down" facilities at designated hotels in every major city where IBMers and immediate family members can quarantine in case it's not feasible at home.
- **Emergency Transport for Medical Needs:** We are offering an emergency transport facility 24x7 for medical requirements for both employees and their immediate family members who are COVID-19 positive (for transport to a medical facility) and those who are COVID-19 negative (for procuring medical supplies or attend to impacted family members).
- **Additional Insurance Coverage:** IBM is providing additional insurance coverage for each insured employee and their covered dependents (spouse and children) for up to Rs. 5 Lakhs per member covered.
- **Meal Delivery Service**
We have tied up with HungerBox for the delivery of freshly prepared meals, ensuring the highest levels of hygiene and safety measures. The service is currently available in Bangalore, NCR, Hyderabad, Chennai, Kolkata, Mumbai, Pune, and Vishakhapatnam.

Leverage the Power of Tech for good



- **COVID Assist:** We have launched COVID Assist, a Watson Assistant powered AI bot, to channelize the requests around critical resources such as ambulance, oxygen, medicine, hospital beds, in an efficient manner. It will also help you connect with the IBM Squad volunteers on ground.

Mobilizing the collective power of the IBMers

- **IBMer volunteer COVID squads :** We have organized squad groups staffed by IBMer volunteers to take service requests and match them to verified sources of available resources - Hospital Beds, ICUs, Oxygen requirements, ambulances, medicines, and more. With over 2000 volunteers already signed up, this is really making a difference to quickly triage requests and ensure that needs are matched to resources available nationally.
- While we do this, employee health and well-being remain a key priority for us. We have set up several **employee support groups across cities** to provide employees with a platform to discuss issues, challenges, concerns and coping mechanisms such as managing stress, staying active and promoting self-care. Covid Warrior stories to energise teams.
- IBM has partnered with [United Way of India](#) to drive an employee giving campaign. Employees can donate financially to the NGO and they in turn are working with several partners at the ground level to provide critical and emergency care for the community.
- IBMers are volunteering to become first responders on Covid-19 helplines through a collaboration with [StepOne](#). StepOne is an NGO having an interface with 18 state governments and is helping to train & deploy volunteers to respond to queries on the government helpline.

Leveraging our voice and influence to rally global support

- IBM is playing a key role in **Global Task Force on Pandemic Response** launched by the [US Chamber of Commerce](#) to aid India and other Covid-19 Hot-Spots. This includes Sourcing, shipping and delivering 1,000 ventilators; 25,000 oxygen concentrators and working with local partners to fund emergency hospital beds in communities where our teams live and work.

In addition, we are also closely engaged with the government and government agencies in India to offer our support and we are ready to do more.

Given the dynamic pandemic situation, IBM is constantly revising and updating any initiatives it has put in place to respond to the pandemic, And any of these programs and policies may be changed or withdrawn by IBM at its sole discretion. Please reach out to your HR contact to understand the current measures in place at IBM.

January 27, 2022

Ref:HDBFS/21-22/HRIC55677/Appt/146683

Ms.R Chithra,
519, 9Th Main Road,
Woc Road, Indira Nagar,
Slam, Modi Hospital Near,
Bangalore-560010

Dear Ms.R Chithra,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as JR. OFFICER - LEAD VERIFIER on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

- a) You will be on probation for a period of 6 (six) months from the date of your employment. Subject to satisfactory performance during probation, your employment will be confirmed in writing. The Company shall have the absolute right to terminate your employment during the probation period by giving you 15 (fifteen) days' notice or salary in lieu thereof if your conduct, attendance, progress or performance is found to be unsatisfactory or for any other reason as the Company may in its sole discretion deem fit. If you wish to leave the employment with this Company during your probation period or post confirmation, you will mandatorily have to serve a minimum notice period of 1 (one) month or pay to the Company an amount equivalent to your 1 (one) months' salary in lieu of such notice period. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof.
- b) Your appointment will be subject to the Company receiving satisfactory references and Contact Point verifications. You are required to furnish the name(s) of the references, who have supervised you in a professional capacity at some stage in your academic / professional career as may be required by the Company.
- c) Your duties and responsibilities will be explained to you on your joining the Company.
- d) Your initial place of posting will be at Bangalore .You are initially assigned to services at our client premises, CMA CENTENARY TOWER. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.

Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.

- e) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- f) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.
- g) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- h) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- i) Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- j) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- k) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- l) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- m) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.

- n) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.
- o) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- p) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- q) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- r) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- s) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights"(as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- t) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- u) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.

- v) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- w) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than February 11, 2022.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

- a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,
For HDB Financial Services Ltd.


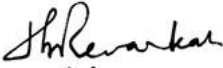


Hemant Revankar
Authorised Signatory
ADFC - A division of HDB Financial Services Limited.

AGREED AND ACCEPTED

Ms.R Chithra

Annexure A

 HDB FINANCIAL SERVICES		Compensation Breakup	
Name	MS.R CHITHRA		
Role	Jr. Officer - Lead Verifier		
Grade	Grade-I		
Location	Bangalore		
Annual Compensation Break up			HDBFS Monthly
Basic	1,54,800		12,900
HRA	61,920		5,160
PDA	41,280		3,440
Provident Fund (Employer's contribution)	21,600		1,800
Gross Salary (A)	2,79,600		23,300
Gratuity----- (B)	7,446		620
Total Fixed Compensation (C=A+B)	2,87,046		23,920
Note:			
This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
		Ref:HDBFS/21-22/HRIC55677/Appt/146683	

I accept the terms and conditions as mentioned in the Appointment letter.

Ms.R Chithra

SPECIMEN

FORM 2 (REVISED)

**NOMINATION & DECLARATION FORM
FOR UNEXEMPTED / EXEMPTED ESTABLISHMENTS**

GROUP No. :

Office :

Declaration and Nomination Form under the Employees Provident Funds
and Employees Pension Scheme

(Paragraph 33 & 61 (1) of the Employees Provident Funds Scheme, 1952 and
Para 18 of the Employees Pension Scheme, 1995)

1. NAME (in block letters) : R Chithra
2. FATHER'S / HUSBAND'S NAME : S Ravi
3. DATE OF BIRTH : 16-Jan-2001
4. SEX : Female
5. MARITAL STATUS : Single
6. ACCOUNT NO : MH / BAN / 49611
7. ADDRESS : 519, 9Th Main Road,,
Woc Road, Indira Nagar,
Bangalore - 560010

PART - A (EPF)

I hereby nominate the persons(s) / cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees Provident Fund in the event my death.

Name & Address of the Nominee(s)	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulation in PF to be paid in each nominee	If the nominee is minor, name & relationship & add. of the guardian who may receive the amount during minority of nominee
(1)	(2)	(3)	(4)	(5)
Ravi S , 519, 9Th Main Road,, Woc Road, Indira Nagar, Bangalore- 560010	Father	27 - Sep - 1977	50	No
Vijaya N , 519, 9Th Main Road,, Woc Road, Indira Nagar, Bangalore- 560010	Mother	10 - May - 1980	50	No

- * Certificate that I have no family as defined in para 2 (g) of the Employees Provident Funds Scheme, 1952 and should I acquire a family thereafter the above nomination should be deemed as cancelled.
 - * Certified that my father / mother is / are dependent upon me.
- (* Strike out whichever is not applicable.

X _____
SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

PART - B (EPS)

Para 18

I hereby furnish below particulars of the members of my family who would be eligible to receive widow / children Pension in the event of my death.

Sr. No.	Name & Address of the family member/s	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
1	Ravi S , 519, 9Th Main Road,, Woc Road, Indira Nagar, Bangalore- 560010	27 - Sep - 1977	Father
2	Vijaya N , 519, 9Th Main Road,, Woc Road, Indira Nagar, Bangalore- 560010	10 - May - 1980	Mother

**Certified that I have no family, as defined in para 2 (vii) of the Employees Pension Scheme, 1995 and should I acquire a family here after I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly family pension (admissible under para 16 (2) (i) and (ii) in the event of my death without leaving and eligible family member/s for receiving pension.

Name of the Nominee	Address	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
Ravi S	519, 9Th Main Road,, Woc Road, Indira Nagar, Bangalore- 560010	27 - Sep - 1977	Father
Vijaya N	519, 9Th Main Road,, Woc Road, Indira Nagar, Bangalore- 560010	10 - May - 1980	Mother

Date : 31-Jan-2022

X

(*) Strike out whichever is not applicable

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

CERTIFICATE BY EMPLOYER

CERTIFICATE that the above declaration and nomination has been signed / thumb impressed before me.

by Shri / Smt. / Miss. _____ employed in my / our establishment after he / she has read the entire / the entries have been read over to him / her by me and confirmed by him her

For HDB Financial Services Limited



Place : _____

Date :

Authorized Signatory

Signature of the Employer's OR other Authorised Officer's the Establishments
Signature with Designation

HDB Financial Services Ltd

Ground Floor, Zenith House,

Keshavrao Khadye Marg,

Opp.Race Course, Mahalaxmi, Mumbai - 400034.

UNDER THE PAYMENT OF GRATUITY ACT, 1992.
&
THE PAYMENT OF GRATUITY (MAHARASHTRA) RULE, 1972

FORM 'F'
(See Sub-Rule (i) of rule (6))

Nomination

To
M/s HDB Financial Services Limited
Ground Floor, Zenith House,
Keshavrao Khadye Marg,
Opp.Race Course, Mahalaxmi
Mumbai - 400034.

1. Shri / Shrimati / Kumari R CHITHRA whose particulars are given in the statement below hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).
2. I hereby certify that the person(s) mentioned is / are member(s) of my family within the meaning of clause (h) of section 2 of the Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.
4. (a) My father / mother / parents is / are not dependent on me.
(b) My husband's father / mother / parents is / are not dependent on my husband.
5. I have excluded my husband from my family by a notice dated the to the controlling authority in terms of the provision to clause(s) of section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

NOMINEE (S)

Sr. No.	Name If Full address of the nominee(s) - (1)	Relationship with the Employee (2)	Age of the Nominee (3)	Proportion by which the gratuity will be shared (4)
1	Ravi S ,519, 9Th Main Road,, Woc Road, Indira Nagar, Bangalore- 560010	Father	27 - Sep - 1977	50
2	Vijaya N ,519, 9Th Main Road,, Woc Road, Indira Nagar, Bangalore- 560010	Mother	10 - May - 1980	50
3				
4				
5				
6				

Statement

1	Religion	Hinduism	
2	Sex.	Female	
3	Name of employee in full.	R Chithra	
4	Whether married/unmarried/widow	Single	
5	Department/Branch/Section where employed	Cma Centenary Tower	
6	Post held with Ticket or Serial Number if any.	Jr. Officer - Lead Verifier	
7	Date of appointment.	31-Jan-2022	
8	Permanent address.	519, 9Th Main Road,, Woc Road, Indira Nagar, Bangalore - 560010	
	Village	Thana	Sub-division
	Post Office	District	State

Place : Cma Centenary Tower
Date : 31-Jan-2022

X _____
Signature/Thumb impression of the employee

Declaration by witnesses

I declare that the Nomination has been signed/thumb impressed before me.

Name in full Signature of Witnesses.

Address of witnesses

1. _____

1. _____

2. _____

2. _____

Place : Cma Centenary Tower

Place : Cma Centenary Tower

Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's References No., If any.

Designation

For HDB Financial Services Limited



Authorized Signatory

HDB Financial Services Ltd

Ground Floor, Zenith House,
Keshavrao Khadye Marg
Opp.Race Course, Mahalaxmi
Mumbai - 400034.

Signature/Thumb impression of the Authorized Signatory

Acknowledgement by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

X

Date _____

Signature of the employee

Note : Strike out the words and paragraphs not applicable.



Composite Declaration Form Form -11

(To be retained by the Employer for future reference)

146683

EMPLOYEES' PROVIDENT FUND ORGANIZATION

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in an establishment on which EPFS 1952 and/or EPS 1995 is applicable)

1	Name of the Member	R Chithra					
2	Fathers' Name <input checked="" type="checkbox"/> Spouse's Name <input type="checkbox"/>	S Ravi					
3	Date of Birth (DD/MM/YYYY)	16/01/2001					
4	Gender: (Male/Female/Transgender)	Female					
5	Marital Status(Married/Unmarried/Widow/Widower/Divorcee)	Unmarried					
6	(a) Email Id: (b) Mobile No.:	chithraravi2716@gmail.com 8951538466					
7	Present employment details: Date of joining in the current establishment (DD/MM/YYYY)	31/01/2022					
8	KYC Details (attach self attested copies of following KYCs) a) Bank Account No.:	177501000008944					
	b) IFS Code of the branch:	IOBA0001775					
	c) AADHAAR Number:	710503348690					
	d) Permanent Account No. (PAN), if available	CLLPC9849R					
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952 ?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>			
10	Whether earlier a member of Employees' Pension Scheme, 1995 ?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>			
11	Previous employment details [if Yes to 9 &/or 10 above] - Un-exempted						
	Establishment Name & Address	Universal Account Number	PF Account Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	PPO Number (if issued)
12	Previous employment details [if Yes to 9 &/or 10 above] - For Exempted Trusts						
13	Establishment Name & Address	Universal Account Number	Member EPS A/C Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	Non Contributory Period (NCP) Days
13	a) International Worker:	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>			
	b) If yes, state country of origin (India/Name of other country)						
	c) Passport No.						
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	From <input type="text"/>		To <input type="text"/>			

UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhaar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present PF Account as I am an Aadhaar verified employee in my previous PF Account *
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date: **31-Jan-2022**
Place: **Bangalore**

Signature of the Member

DECLARATION BY PRESENT EMPLOYER

A. The member Mr./Ms./Mrs. _____ has joined on _____
and has been allotted PF Number _____ and UAN _____

B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

The KYC details of the above member in the UAN database

- Have not been uploaded
- Have been uploaded but not approved
- Have been uploaded and approved with DSC.e-sign

C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

- The KYC details of the above member in the UAN database have been approved with E-sign/Digital Signature Certificate and transfer request has been generated on portal.
- The previous Account of the member is not Aadhaar verified and hence physical transfer form shall be initiated.

Date:



Signature of Employer with Seal of Establishment

* Auto transfer of previous PF account would be possible in respect of Addhaar verified employees only. Other employees to fill physical claim (Form-13) for transfer of account from pervious establishment.

Refinitiv India Shared Services Private Limited
(Formerly known as F&R India Operations and Shared Services Private Limited)
Registered Office: One World Centre, 12th Floor
Tower 1, 841 Senapati Bapat Marg,
Mumbai 400 013, Maharashtra, India
Phone: +91 22 6180 7001
Fax: +91 22 6180 7700
CIN: U72200MH2018FTC309675



05 January 2022

C M Manoj Vamshi
#40, 1st floor, 3rd A Cross, Amruthanagar, Sonappa layout, Byatarayanapura
Bengaluru, 560092

Dear Manoj,

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, now 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 'Glen Wilson', written over a white background.

Glen Wilson
Global Head of Talent Acquisition

Encl


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

Subject: Offer Letter

Please refer to your interview held at our Bangalore Office, I am pleased to offer you post of **“Trainee Customer Service Executive”** at **Ghodawat Enterprises Pvt. Ltd** for our **Scheduled Commuter Airline - ‘Star Air’** with effect from **08 December 2021** on the following terms and conditions of services.

1. In this position as **“Trainee Customer Service Executive”** from the date of joining. Your company base shall be **Bangalore**. In future the Company may relocate you, as per Company requirements
2. That your appointment with the Company is subject to the submission and completion of following document and procedure.
 - i) Appointment letter & Offer letter issued by existing employer.
 - ii) Resignation acceptance or relieving letter from the last employer.
 - iii) Copy of salary slips for last three months.
 - iv) Copy of the bank statement showing last drawn salary.
 - v) Valid Indian Passport
 - vi) Income Tax PAN Card
 - vii) Relevant documents as address proof such as AADHAR Card, Election Voting Card.
 - viii) Doctor Certificate with Medical examination report
 - ix) Experience Certificate
 - x) Other documents satisfying your qualification for the nominated post and copies of all academic certificates and mark lists.

Compliance of above procedure is mandatory in order to complete your joining formalities and to make your appointment valid. Absence of any of the above documents will put your appointment on hold until the submission of concerned documents. In the event of you are not able to submit any of the above documents, the same will be conveyed to the management and its decision will be final in this regard.

3. You will be on exclusive employment of the Company and will not opt to get self-employed with any other Company or you will not get yourself engaged with any other assignment with OR without pay. Also, legally you are not allowed to get engaged in own business OR give consulting services unless you obtain written permission from Company.
4. Though you have been engaged for a specific position, the Company reserves the right to determine type and range of work you may be subsequently called upon to perform including variation in the terms and conditions, of appointment based on business needs from time to time. You will abide by all applicable service conditions, rules, regulations and procedures laid out in this document or any other issued by Company from time to time.
5. That during the censure period you are liable to be transferred from one department to another, as the management deems fit.
6. That the total Cost to Company package shall be 
month, which shall become effective upon your joining of the Company. Any tax as applicable shall be deducted as per Government Regulations. Probation period of Six Month shall be

applicable from the date of joining and post completion of probation period your service shall be reviewed and confirmation shall be issued based on review of performance.

7. In addition to the above point your services with the Company may be terminated at any given time, by giving two months' notice by the Company or two months' pay based on your last drawn basic pay. Such notice shall not be deemed necessary in the case of termination of services on grounds of willful neglect or breach of trust or serious dereliction of duty, which are pre judicial to the interest of the Company. You may terminate your services with the Company by giving three months' written notice.
8. You will be provided with a detailed Appointment letter along with HR and travel policy.
9. You shall retire from the services of the Company on attaining the age of 58 years, extended, if deemed fit by the management.
10. In matters not herein specified, you will be governed by such rules of management as are in force from time to time.
11. Please note Star Air doesn't hire through any third party and your selection is purely on the basis of merit and the interview conducted with you, and you shall be contacted only through Star Air official mail ID's for the same.

If at any point somebody has or does approach you for money in promise of a job or internship in Star Air, we urge you to kindly inform the management so action may be taken against the perpetrator.

If at any time it comes to light, that you have paid to a third party for the interview or position, your Employment may be terminated immediately without any notice.

12. The validity of this Offer Letter is for **2 days**, from the date of issue.

For Ghodawat Enterprises Pvt. Ltd.

Simran Singh Tiwana
CEO

DECLARATION

I have read the aforesaid terms and conditions of the above offer letter and, in token of having accepted the original letter on the basis of terms and conditions stipulated therein, I put my signature.

Place:
Date:

I accept
Niveditha B G

Fwd: - mesiom3b.com@gmail.co x New Tab

mail.google.com/mail/u/0/?tab=rm&ogbl#inbox/FMfcgzGmvfTwGCBVnGBnKmbGXXKdfth

Google WhatsApp Web

Gmail Search mail

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Inbox 250

Starred

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Drafts 12

More

Meet

New meeting

Join a meeting

Hangouts

MES +

No recent chats
Start a new one

----- Forwarded message -----
From: **Vinay Kohli** <Vinay.9.Kohli@niit.com>
Date: Tue, 1 Mar 2022, 9:54 pm
Subject: Documentation & Background Verification
To: preethu8015@gmail.com <preethu8015@gmail.com>

Hi Preetha,

Hope you are doing well!

And Congrats.

I feel happy to inform that you are **Selected** for the position of Associate Training Coordinator in NIIT Limited which is a full-time opportunity.

As part of process, you are required to share few documents listed below to complete the documentation process. Please share the listed documents at the earliest in one email as attachments.

- PAN CARD
- Aadhar card (Front and Back)
- Graduation marksheets of all semesters.
- Graduation Degree
- 10th and 12th Mark sheets.
- Vaccination Certificate (Covid -19)

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Google WhatsApp Web

Gmail Search mail

Compose

Inbox 250

Starred

Snoozed

Sent

Drafts 12

More

Meet

New meeting

Join a meeting

Hangouts

MES +

No recent chats
Start a new one

- PAN CARD
- Aadhar card (Front and Back)
- Graduation marksheets of all semesters.
- Graduation Degree
- 10th and 12th Mark sheets.
- Vaccination Certificate (Covid -19)
- Logistics confirmation email (Mention in email that you have good working Laptop/desktop and proper internet connection).
- Passport Sized Photograph. (White background is compulsory)
- Share the Wi-Fi speed test screenshot (screenshot must be taken on laptop/desktop).
Open the link - <https://www.speedtest.net/>
- Also fill the background Verification form with is attached in the mail.

[Speedtest by Ookla - The Global Broadband Speed Test](https://www.speedtest.net/)
Use Speedtest on all your devices with our free desktop and mobile apps.
www.speedtest.net

Click on GO & wait till it assess Downloading and uploading speed.
Take a screenshot and share

Feel Free to call in case you have any doubts;

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Google | WhatsApp Web

Gmail | Search mail

Compose

Inbox 250

- Starred
- Snoozed
- Sent
- Drafts 12
- More

Meet

- New meeting
- Join a meeting

Hangouts

MES +

No recent chats
[Start a new one](#)

Click on GO & wait till it assess Downloading and uploading speed.
Take a screenshot and share

Feel Free to call in case you have any doubts.

Welcome Aboard@

Regards,
Vinay Kohli
Global Sourcing Specialist
NIIT Limited, Corporate Learning Group, www.niit.com
[Facebook](#) | [Linked In](#) | [Blog](#) | [Twitter](#) | [YouTube](#)

Visit us at: <http://www.niit.com>
Follow us on: <http://www.twitter.com/niittd>

DISCLAIMER
This email and any files transmitted with it are confidential and are solely for the use of the individual or entity to which it is addressed. Any use, distribution, copying or disclosure by any other person is strictly prohibited. If you receive this transmission in error, please notify the sender by reply email and then destroy the message. Opinions, conclusions and other information in this message that do not relate to official business of the company shall be understood to be neither given nor endorsed by NIIT Ltd. Any information contained in this email, when addressed to Clients is subject to the terms and conditions in governing client contract.

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