

November 21, 2016

HR/S/11116/06242

Ms. Chaitra K  
# 103, 8th Main, 4th Block,  
Nandini Layout,  
Bangalore-560096

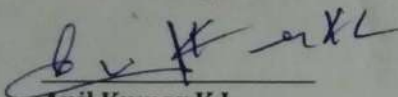
**Letter of Appointment**

Dear Chaitra,

- 1.0 **Appointment:** We are pleased to offer you an **Appointment** in our company as "**Assistant Claims Processing Executive**" The details of your entitlements and your salary are as per Annexure -II.
- 2.0 **Date of Appointment:** Your effective date of Appointment will be on or before **November 21, 2016**.
- 3.0 **Initial Posting & Reporting:** Your initial posting in the normal course will be **Bangalore** and you will report to the respective Business and/or Functional Head.
- 4.0 **Documentation:** You are required to furnish the following at the time of joining duty-
- 4.1 Proof of age;
  - 4.2 Certificates supplementing your SSLC (10th Standard) and highest educational / professional qualification attainments;
  - 4.3 Appointment & Relieving letter of your previous employer, as applicable;
  - 4.4 6 (Six) passport sized photographs;
  - 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction/paid in the current financial year; PAN Card Copy.
  - 4.6 Photocopy of Passport, if available.
  - 4.7 Photocopy of your Aadhaar Card with number.
  - 4.8 PF No. / UAN (Universal Account Number) of pervious employment.
  - 4.9 ESIC Number of previous employment.
  - 4.10 Any other documents as may be required by the Company.
- 5.0 **Terms and Conditions of Employment:** All the terms and conditions of your employment are attached herewith as Annexure - I. The said terms shall (and as maybe modified from time to time) be applicable to you.  
Those working on part time employment:
- 5.1 A workday shall comprise of 4:30 hours, including a break time of 30 minutes for lunch, dinner or tea/coffee break, as communicated from time to time.
  - 5.2 And such other applicable terms and conditions associated with that employment including receiving applicable compensation and benefits during part time.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,



Anil Kumar K L  
Deputy Manager - Human Resources  
HGS International Services Private Limited

I have read the Appointment Letter and I fully understand and accept the terms & conditions contained herein.

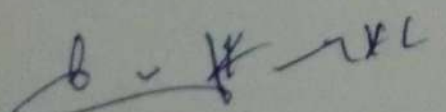
Signature: Chaitra.K  
Name: CHAITRA.K  
Date: 21/Nov/2016

Encl: Annexure - I & II

**Annexure-1 Terms and Conditions of your appointment:**

- 1.1 **Remuneration Details:** The details of your entitlements and your salary are as per Annexure - II. Besides salary, you will be entitled to other benefits and privileges as per company's policy, which the company may from time to time introduce. 2.5
- 1.1.1 You will also be entitled to contributory provident fund and gratuity as per the rules and regulations of the company, subject to statutory provisions.
- 1.1.2 Deductions as applicable under law, namely tax deduction at source, fringe benefit tax etc, shall be made on the salary month on month.
- 1.1.3 Employees are required to submit their tax planning and investment plans for a given financial year to the company at the notified time and shall when called for submit proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves its right to make the deductions in the available time frame in the on-going year.
- 1.1.4 You will be governed at all times by the policies, procedures and guidelines of the company related to salary, allowances, benefits and perquisites which are specified in this letter of appointment. Further, the Management may modify or change such allowances, benefits and perquisites from time to time, in accordance with its policies. 2.6
- 1.1.5 Also, you are required to keep your salary information confidential at all times and not to disclose to anybody in the company or to outside agency.
- 2.0 The other terms and conditions of your appointment are as follows:**
- 2.1 **Probation:** You will be initially, on Probation for a period of six months from the date of your appointment. Please note that the following special terms and conditions of service are applicable to you, only during the period of probation. 2.7
- 2.1.1 Your continuation in the service of the company is subject to your satisfactory performance during the period of probation and that the company reserves its rights to terminate your services in the event that your performance is found un-satisfactory.
- 2.1.2 You shall be entitled to annual / earned leave at the rate of 2.5 days per month during the first year of service and for the subsequent years. However during the first 6 months of service, you shall not avail leave even though the earned/ annual leave shall accrue to your account at the above rate and shall be updated in your leave account balance from month to month. 2.8
- 2.1.3 You will be deemed to be confirmed on completion of 6 months unless otherwise communicated to you by the company in writing. The period of your probation may be extended at the discretion of the company depending on your performance and other factors. 2.9
- 2.1.4 During the period of probation your services may be terminated at the discretion of the management, with or without assigning any reason, with a week's notice or one week's basic salary in lieu of notice. During this period, you may also resign your appointment with one month's notice or payment of one month's basic salary in lieu of notice, at the discretion of the company. 2.9.1
- 2.9.2** Although the company will endeavor to ensure that such transfers do not cause any disruption to your status, however the company does not guarantee the continuation of any facility or perquisite in new situation.
- 2.9.3** In the event that you are deputed to perform work on / at client sites, you hereby agree and undertake as follows:-
- 2.9.3.1** That you shall follow and be governed by the rules and regulations applicable.
- 2.9.3.2** That you shall honor and abide by the requirements under the work permits / approvals / consents and all related rules pertaining to your deputation, including amongst others requirements under the applicable VISA / Travel Program.
- 2.9.3.3** That you shall indemnify and hold harmless, the company, from all liabilities arising out of any act / omission attributable to your negligence or otherwise, whether arising in the course of employment or otherwise.
- 2.9.4** In all such cases of transfer you shall be governed by the company's transfer policy and procedure.
- 2.9** **Transfer:**
- 2.9.1** The company may in its business interest transfer you to any of its offices in India or overseas or to any subsidiary or associate company, whether now existing or still to be formed, on such terms and conditions as are applicable to such transfer and as per the company's policies.
- 2.9.2** Although the company will endeavor to ensure that such transfers do not cause any disruption to your status, however the company does not guarantee the continuation of any facility or perquisite in new situation.
- 2.9.3** In the event that you are deputed to perform work on / at client sites, you hereby agree and undertake as follows:-
- 2.9.3.1** That you shall follow and be governed by the rules and regulations applicable.
- 2.9.3.2** That you shall honor and abide by the requirements under the work permits / approvals / consents and all related rules pertaining to your deputation, including amongst others requirements under the applicable VISA / Travel Program.
- 2.9.3.3** That you shall indemnify and hold harmless, the company, from all liabilities arising out of any act / omission attributable to your negligence or otherwise, whether arising in the course of employment or otherwise.
- 2.9.4** In all such cases of transfer you shall be governed by the company's transfer policy and procedure.
- 2.2** **Work Week:** The standard work week is **Monday to Friday / Saturday**. You will be given day off(s) in a week as per the policy of the company. However, the actual day off(s) may vary from week to week in view of the nature of business of the company and the exigencies of work. 3.0
- 2.3** **Regular Appointment:** On satisfactory completion of your probation you will be considered for regular employment in the Company. On being confirmed, the notice period for termination of service on either side will be two months, however your continuation in the service of the company is still subject to your satisfactory performance during the period of employment. Your services may be terminated at the discretion of the management, with or without assigning any reason, with **two month's** notice or **two month's** basic salary in lieu of notice. Similarly, during this period you may also resign your appointment with two month's notice or payment of two month's basic salary in lieu of notice, at the discretion of the company. 3.1
- 3.2** **Double Employment Prohibited:**
- 3.2.1** You will devote full time and attention to the work of the company and will not, during the tenure of your service, take any employment / assignment, direct/indirect business or work, honorary or remuneratory except with the prior permission of the management, in writing, in each case.
- 3.2.2** You will not seek membership of any local/public body without obtaining prior permission of the management, in writing, in each case.
- 3.3** **Contact Details:** You will keep us informed of any change in your residential address, civil or marital status and other such matters.
- 3.4** **Statutory Deductions:** Taxes and other deductions such as Income Tax, Professional Tax and any other statutory payments would be to your account, including but not limited to those based on the information on tax planning and investment plans for a given financial year provided by you to the Company provided that you have, when called for by the Company, submitted proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves its right to make the deductions in the available time frame in the on-going year.
- 2.4** **Confidentiality:** You shall not, as per the terms of the non-disclosure agreement (NDA) signed by you and the terms herein, during employment or after cessation of employment, divulge, disclose or impart to any person/organization by word or otherwise particulars or details of systems, procedures, technical know-how, trade secret, administrative, financial or organizational matters pertaining to the company, which you may become aware of by virtue of your employment in the company. You shall maintain confidentiality at all times during the currency of this letter of appointment and otherwise all information in accordance with the

Charitra.K



Charitra.K

3.5 **Company Regulations:** You will be governed by the policies and the procedures, in force, from time to time. You will also observe general decorum and discipline and shall be subject to the same policies and procedures as applicable to the regular employees of the company.

3.6 **Verification:**

3.6.1 **Verification:** Your appointment is subject to satisfactory verification of your character, antecedents and testimonials. This appointment is based on the details provided by you to the company.

3.7 **Declarations & Representations:** You are required to furnish, on your behalf and if married, on behalf of your spouse, full details of any external directorships held and any personal business interests including but not limited to partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company of those external interests, including but not limited to involvement in political and non-political associations. You also represent and warrant that the investment and tax returns and proof of the same shall be genuine and that in the event that any of the same is found to be falsified or in any manner incorrect or unacceptable, that you agree to abide by any action that the Company may, in its discretion, initiate and as allowed under law and you shall indemnify and hold the Company harmless from such act/omission attributable to you.

3.8 **Annulment of Employment:** Please note that this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and if you have already commenced employment with the Company and your employment will automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to the Company's rights and remedies against you, in the following event/s:

3.8.1 if during the pre-employment or the post employment background checks, the checking agency gives a negative report; or

3.8.2 in the event of unsatisfactory result of any of the Section 3.7 events;

3.8.3 in the event you are charged and/or arrested on allegations of having committed any offence, criminal, economic or otherwise;

3.9 **Termination for Breach:** In the event of a breach of any of the terms of the appointment letter and more specifically in terms of breach of any confidentiality obligations, the Company shall initiate disciplinary and such other action against you as it may deem fit and allowed under law, including but not limited to suspension and / or immediate termination from employment.

4.0 **Savings:** Notwithstanding anything contained herein, the company hereby reserves its right in the following manner: -

4.1 to proceed against you in such forum as it may deem fit in the event that you commit any material breach of this letter of appointment.

4.2 To waive off the requirements stated in the para 2.3 and 2.1.4, more specifically as provided in the proviso's therein.

5.0 **Validity of Appointment Letter:** This contract is valid, subject to (a) satisfactory verification as enumerated in para 3.6 above, (b) your acceptance of the offer within the time limit stipulated and your joining duties.

6.0 **Governing Law & Jurisdiction:** The terms and conditions of this letter of appointment/ employment contract shall be governed by the laws of India and disputes arising herein shall be subject to the jurisdiction of the courts at Bangalore or at your place of posting as on the date the cause of action of the said dispute is said to have arisen.

7.0 **Non-Solicitation:** - You hereby agree not to solicit or cause to be solicited, either during the currency of this letter of appointment and beyond (i.e. cessation of your employment with the Company, either voluntary or involuntary, any employee in the employment company, or directly or indirectly, individually or on behalf of any other person, firm, corporation or entity, (a) interfere with the Company's continuing relationships with its existing employees, (b) attempt to induce such other employees to leave their employment with the Company, (c) interfere with Company's continuing relationships with Company's suppliers or customers, (d) sell,

attempt to sell or solicit the sale of products or services competitive with those of the Company to Company's customers, or (e) take any action to discourage or divert any supplier or customer from doing business with the Company.

8.0 **Non-Compete:** - The Employee hereby understands and agrees that some restrictions on its activities during and post the Employee's employment is necessary to protect the goodwill and other legitimate interests of the Company. The Employee agrees to, during his employment with the Company, to perform for the Company such duties as it may designate from time to time and will devote his full time and best efforts to the business of the Company and

8.1 Whilst in employment, the Employee agrees not to undertake any planning for any outside business that may be directly or indirectly competitive with the Company and during employment with the Company;

8.2 For a period of one year after your cessation of employment with the Company the Employee undertakes not to compete, directly or indirectly, with the Company, whether as an employee, a consultant, agent, partner, owner, investor or otherwise.

8.3 The Employee also hereby undertakes, not to engage, in any manner in any activity that is or maybe at any point in time & in any manner competitive with the businesses of the Company

8.4 The Employee shall not, during his/her employment with the Company and for a period of twelve months thereafter, without the prior written approval of the Managing Director of the Company, engage in any other professional employment or consulting, or directly or indirectly participate in or assist any business with any current client or customer of the Company.

8.5 The Employee shall not, during his/her employment with the Company, engage in any gainful employment with any other Company.

9.0 **Representation.** The Employee represents and warrants that s/he is not subject to any court order, agreement, arrangement or undertaking, including but not limited to non-compete and non-solicit obligations or any other disability which may in any manner restrict the Employee either from accepting the terms and conditions detailed in this letter of appointment or from performing your functions and providing services under the letter of appointment.

10.0 **Interpretation/Severability.** If any term, condition, or provision in this Letter of appointment is found to be invalid, unlawful or unenforceable to any extent, the parties shall endeavor in good faith to agree to such amendments that will preserve, as far as possible, the intentions expressed in this Letter of appointment. If the parties fail to agree on such an amendment, such invalid term, condition or provision will be severed from the remaining terms, conditions and provisions, which will continue to be valid and enforceable to the fullest extent permitted by law.

11.0 **Waiver of Breach.** Any waiver of the provisions of this Letter of appointment or of a party's rights or remedies under this Letter of appointment must be in writing to be effective. Failure, neglect, or delay by a party to enforce the provisions of this Letter of appointment or its rights or remedies at anytime, will not be construed as a waiver of such party's rights under this Letter of appointment and will not in any way affect the validity of the whole or any part of this Letter of appointment or prejudice such party's right to take subsequent action. No exercise or enforcement by either party of any right or remedy under this Letter of appointment will preclude the enforcement by such party of any other right or remedy under this Letter of appointment or that such party is entitled by law to enforce.

12.0 **Survival.** All such provisions explicitly stated to survive the termination of this Letter of appointment and those which by the very nature and verbiage are intended by Parties to survive shall so survive termination or expiry of this Letter of appointment.

13.0 **Acceptance.** If the terms and conditions of appointment enumerated in this letter of appointment are acceptable to you, please sign the duplicate copy of this letter of appointment as a token of your acceptance of the appointment and the terms and conditions thereof and return it to the HR Department.

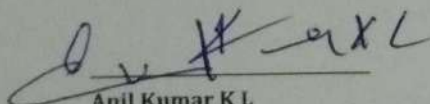
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*Charitara.k*

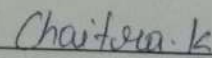
ANNEXURE II - SALARY & ALLOWANCES						
Candidate Name	Chaitra K					
Designation	Assistant Claims Processing Executive					
Grade	PS2					
Components	w.e.f - DOJ	Location	Bangalore			
			Monthly	Annual		
<b>"A" FIXED</b>						
Basic						
House Rent Allowance			4740	56880		
Advance Statutory Bonus			1896	22752		
Conveyance Allowance			395	4740		
Shift Allowance^^			1200	14400		
			^^ 3619	43428		
<b>"A" Sub-total - Fixed</b>			<b>11850</b>	<b>142200</b>		
<b>"B" FLEXIBLE / REIMBURSEMENTS (per annum)</b>						
Onetime Retention Bonus #			500	6000		
Performance Incentives (@ 100% of given achievement targets)			1000	12000		
<b>"B" Sub-total - Flexible</b>			<b>1500</b>	<b>18000</b>		
<b>Total Salary Cost (A + B)</b>			<b>13350</b>	<b>160200</b>		
<b>"C" LTA / RETIRALS (per annum)</b>						
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution			569	6828		
Gratuity (@ 0.0481 of Basic Pay)			228	2736		
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution			506	6072		
<b>"C" Sub-total - Retiral Benefits</b>			<b>1303</b>	<b>15636</b>		
<b>Total Salary Cost (A + B + C)</b>			<b>14653</b>	<b>175840</b>		
<b>"D" INSURANCE / OTHER BENEFITS (Indicative Costs per annum)</b>						
<b>Total Cost to Company: (A + B + C + D)</b>			<b>14653</b>	<b>175840</b>		
<b>Benefit / Scheme</b>	<b>Description</b>			<b>Value / PA</b>		
# Onetime Retention Bonus	A onetime retention bonus of Rs. 6,000/- is paid on your confirmation post 6 months of your joining. An additional amount of Rs. 10,000/- on completion of 18 months.			Rs. 16,000 p.a**		
^^ Shift Allowance	The Shift Allowance shown above includes a sum of Rs. 1,000/- payable from the 4 <sup>th</sup> month of your joining. An amount of Rs. 3000/- will be paid to you in your 9 <sup>th</sup> month salary as a "Onetime Incentive".			Rs. 12,000 p.a**		
Performance Incentives	Will be paid every month on achieving process defined target goals as defined in table below.			Rs. 12,000 p.a**		
Subsidized Transport Service	An indicative cost of Rs. 16,200/- Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.			Rs. 16,200 p.a**		
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this "Group Insurance Scheme" during an employee's term, to his Nominee/Family:			Rs. 3,62,000*		
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of -			Rs. 6,00,000**		
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -			Rs. 3,00,000**		
ESI Scheme	Self and your dependent family members** as declared will be covered under the Employees State Insurance (ESI) Act.			As applicable* p.m		
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.			As applicable*		
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay subject to the clause: E.g if your Basic Pay exceeds Rs.7,000/- PM, then the advance against statutory bonus will be calculated on such maximum Basic Pay subject to a ceiling of Rs.7,000/- PA.			Rs. 7,000*		
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.			12% of Basic Pay* p.m		
Professional Tax	If any as per the applicable rules in your state.			As applicable* p.m		
Income Tax	Appropriate Income tax would be deducted in the payroll every month.			As applicable* p.m		
<b>Performance Incentive Ratings and Earnings Table:</b>						
<b>Process Target Achievement</b>	<b>Training period</b>	<b>80-85%</b>	<b>&gt;85-&lt;95%</b>	<b>&gt;95-&lt;100%</b>	<b>&gt;100-&lt;110%</b>	<b>&gt;110%</b>
PI Eligibility (%)	0%	50%	75%	100%	110%	125%
PI Eligible amount (Rs. p.a.)	0	6,000	9,000	12,000	13,200	15,000
PI Eligible amount (Rs. p.m.)	0	500	750	1,000	1,100	1,250

\* Statutory Schemes are subject to change as per the Law from time to time.

\*\* These are voluntary schemes offered by the Employer, which may change, including withdrawal at any time without any notice.



Anil Kumar K L  
Deputy Manager - Human Resources



Chaitra K  
Date:

\* As per ESIC, family means all or any of the following relatives of an insured person namely :- a spouse, a minor legitimate or adopted child dependent upon the insured person, a child who is wholly dependent on the earnings of the insured person and who is (a) receiving education, till he or she attains the age of twenty five years, (b) an unmarried daughter, a child who is infirm by reason or any physical or mental abnormality or injury and is wholly dependent on the earnings of the insured person, so long as the infirmity continues and dependant parents.



## Statement of Terms of Employment

This statement sets out the particulars of the terms and conditions of employment by Northern Operating Services Private Limited, 2nd Floor, RMZ Ecospace, Campus 1 C, Sarjapur Outer Ring Road, Bellandur Village, Varthur Hobli, Bangalore 560-103, herein referred to as "Northern".

### 1. Job Title and Start Date

You, **Chandana N Prasad** are employed by Northern as **Analyst** in our **Trade Support Department** with effect from **11 Jul 2016**. No employment with a previous employer counts as part of your continuous employment for the purpose of employment legislation, which commenced on **11 Jul 2016**.

### 2. Duties

You shall devote the whole of your time (unless prevented by ill-health or accident or otherwise directed by Northern) to your duties under this Statement and you may not, without the prior written consent of your manager, be employed or otherwise engaged in any other business, trade or profession either directly or indirectly in any capacity whatsoever.

### 3. Associated Company

Northern may at times require you to work for any associated company and to carry out its duties or responsibilities for any associated company which include its subsidiaries, affiliates or its customers, subcontractors or any other individuals or companies having any kind of association or relationship with Northern.

By working for any associated company, and/or by carrying out duties or responsibilities as mentioned in the above paragraph, you do not become an employee, or agent, or contractor of such associated company, including its subsidiaries, affiliates, customers, subcontractors or any other individuals or companies having any kind of association or relationship with Northern. For all purposes, you shall remain an employee of Northern and shall share an employer-employee relationship with Northern.

Northern further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of Northern or as part of any restructuring or amalgamation or such other plan implemented by Northern or by which Northern is bound, on such terms and conditions as applicable to such a plan.

### 4. Location

Your employment could be based at any location of Northern Operating Services Private Limited.

You may be required to work at any other location, as may be directed by Northern from time to time. In normal circumstances you will not be required to work outside of India, however, business requirements may necessitate short term visits outside of India.

### 5. Conditions

Your employment is conditional on:

- Background checks on your academic and professional qualifications, current residential address, experience and any criminal records;
- Receipt of written references;
- Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commence.);
- You not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern;

November 15, 2016

Greeshma M  
Bangalore

**OFFER FOR EMPLOYMENT**

Dear GREESHMA,

We are pleased to offer you a position at **Wells Fargo India Solutions Private Limited (“Wells Fargo”)**, and your appointment shall be effective from the DOJ as mentioned below, on the following terms and conditions:

- **Designation:** You will be designated as **Operations Accountant 1. Notwithstanding anything herein**, this offer is conditional on Wells Fargo receiving a satisfactory reference and background check on you. On your first day of employment **December 5, 2016 (“DOJ”)** you will need to report before 8:30 AM at Wells Fargo India Solutions Unit, Bagmane World Technology Centre, Bagmane Construction Pvt Ltd SEZ, Krishnarajapuram Hobli, Mahadevapura, Bangalore East Taluk, Bangalore 560048.
- **Compensation:** Your total annual fixed compensation (inclusive of annual benefits such as Wells Fargo's contribution to Provident Fund), would be **Rs.216,000/- (Rupees Two Lakh Sixteen Thousand Only)**. Please note that tax will be deducted at source from your gross compensation above in compliance with prevailing tax regulations. In addition, you will be covered by Wells Fargo's Variable Performance Pay plan, with an annual target of **Rs.13,500/- (Rupees Thirteen Thousand Five Hundred Only)**. The detailed break-up of the compensation offered to you is outlined in Annexure 'A' to this letter.
- **Place of Work:** You will be initially based at the Wells Fargo office in Bangalore. However, Wells Fargo reserves the right to transfer you from one office to another and/or from one shift to another, at its discretion during the term of your service. You may be directed to work from different offices from time to time. Wells Fargo further reserves the right to change your shift timings, reporting lines and reporting manager, at its discretion during the term of your service.
- **Duties:** You will perform all acts, duties and obligations and comply with such instructions as may be specified by Wells Fargo and which are reasonably consistent with your job title and profile. Wells Fargo may require you to undertake the duties of another position, either in addition to or instead of the above duties, it being understood that you will not be required to perform duties, which are not reasonably within your capabilities and require you (as part of your duties of employment) to perform duties or services not only for Wells Fargo but also for any Affiliate/Associated Company where such duties or services are of a similar status to or consistent with your position with Wells Fargo.
- **Confidential Information and Inventions:** As an employee of Wells Fargo, you will have access to Wells Fargo's confidential information and you may, during the course of your employment, develop certain information or inventions, which will become the property of Wells Fargo, or its Affiliate/Associated Company or that of its customers or partners. Accordingly you agree to sign a separate employee information and inventions assignment agreement (“Employee Proprietary Information and Inventions Assignment Agreement”), Non-Disclosure Agreement and a deed of assignment as and when necessary.



02-AUG-2016

Letter Of Appointment

To,  
Mr. Manikanta K  
No. 8/A, 1st Floor  
1st Main Road, 3rd Phase  
Manjunath Nagar

Dear Mr. Manikanta,

This has reference to our Offer of Traineeship in TATA Consultancy Services Limited vide TCSL/958620/  
BAN/Business Process Outsourcing Services/BTN dated 21-Jul-2016 and your completing joining  
formalities as per TCSLs policy.

On the terms and conditions detailed in our Offer of Traineeship accepted by you, we are happy to  
appoint you as BPO Trainee in grade BPOS with effect from 02-AUG-2016.

Your Trainee ID is 1323111.

I take this opportunity to extend you a warm welcome to the TCSL Family !

Yours sincerely,  
For TATA Consultancy Services Limited

A photograph of a handwritten signature in black ink on a light-colored background. The signature reads 'R. B. Sigamporia'.

Rustom Beheram Sigamporia  
Head Talent Acquisition BPO Services

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India

Tel 91 22 6778 9999 Fax 91 22 6778 9000 website [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021

APPOINTMENT LETTER

**EMPLOYER:** Amazon Development Centre (India) Private Limited (incorporated under the Companies Act, 1956, having its registered office at 8<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Brigade Gateway, World Trade Centre, No. 26/1, Dr. Rajkumar Road, Malleshwaram(W), Bangalore – 560055) (“Amazon India”)

**EMPLOYEE:**

Name : Manjula M

Postal Address : \_\_\_\_\_

Permanent Address : \_\_\_\_\_

Father's Name : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Employee Serial Number : 101343833

The following main terms and conditions will apply to your employment with Amazon India. Other terms and conditions applicable to your employment will be set forth in Amazon India's policies and procedures (“Amazon's Policies and Procedures”) as communicated to you. Amazon India reserves the right to change Amazon's Policies and Procedures from time to time at its sole discretion.





1. **Date of Commencement**

Your employment with Amazon India will commence on **25th July, 2016**.

2. **Probation**

You shall be on a probationary period of 3 months ("Probation Period"). Your performance will be reviewed at regular intervals during the probation period. Depending on the outcome of such evaluations, Amazon may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, the company may, at its sole discretion, extend the probationary period for a further period of 3 more months (only in writing) or terminate your employment with Amazon India with immediate effect and without any notice, with no further liabilities to Amazon India, except for remuneration up to the date of termination of employment.

3. **Duties**

- 3.1 You will be employed in the position of **Catalog Associate, English**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time and such other tasks as may be required by Amazon India
- 3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon's Policies and Procedures.
- 3.3 You should recognise that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

4. **Hours of Work**

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment. You may be required to work in shifts for different workhours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and later from time to time as appropriate. Certain business teams also operate on 24x7 basis and hence may have rotational shifts or related requirements for their respective team members. Please refer to Amazon's Policies and Procedures for further details.



5. **Place of Work**  
Your initial place of work will be at Amazon India's facility in **Bangalore**, India. However, you should be aware that Amazon.com, Inc. and its affiliates have offices throughout the world and because of the nature of your duties, Amazon India has the right to transfer you from one place to another or from one section to another or to any other unit of Amazon India, its parent company or to any of its sister concern, which are either existing or may be set up in future. The decision of Amazon India in this regard shall be final and binding on you.

6. **Remuneration**

- 6.1 Your gross salary will be **Rs. 2,20,000 (Rupees Two Lakhs Twenty Thousand Only)** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your salary will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon's Policies and Procedures. If your hire date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily this process occurs each April.
- 6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi authority for the actions done by you and / or losses suffered by Amazon India as a result of your negligence or breach of Amazon's Policies and Procedures or failure to return Amazon India's property.

7. **Provident Fund**

Amazon India will contribute to a Provident Fund as and when required by the Employees' Provident Fund and Miscellaneous Provision Act, 1952, and as further described in Amazon's Policies and Procedures.

8. **Leave**

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

9. **Confidential Information**

During your employment, you will have access to highly confidential information of Amazon India. Even the work done by you for Amazon India is highly confidential. You are required to execute a Confidentiality, Noncompetition and Invention Assignment Agreement for protection of such confidential information. Your employment is therefore subject to and conditional upon you signing and returning the Confidentiality, Noncompetition and Invention Assignment Agreement to Amazon India and complying with the terms thereof, at all times.

**10. Data Protection**

- 10.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 10.2 You further authorise the transfer to and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, USA (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

**11. Exclusivity of Services**

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

**12. Termination of Employment**

- 12.1 This Agreement will be terminable by either party by giving one month's written notice (exclusive of any leaves availed during the period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.
- 12.2 Amazon India reserves the right to terminate your contract without notice and without payment of severance, "for cause" forthwith in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
  - (ii) have violated any of the terms of this Appointment Letter or Amazon's Policies and Procedures;
  - (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
  - (iv) have suppressed any information or submit false information with the view to obtain employment in Amazon India.
  - (v) are convicted for any offence under any law for the time being in force in any jurisdiction; or
  - (vi) Commit any act detrimental to the interest of Amazon India.
  - (vii) Abstain from work for seven consecutive days without informing Amazon India.
  - (viii) Are in breach of Confidentiality, Noncompetition and Invention Assignment Agreement.

12.3 On the termination of your employment for whatever reason you will return to Amazon India without delay all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon's Policies and Procedures, which will reaffirm your compliance with your post-termination obligations including return of Amazon India's property and compliance with the provisions of the Confidentiality, Noncompetition and Invention Assignment Agreement and releasing Amazon India from all claims, liabilities and obligations.

### 13. Gratuity

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

### 14. New Hire Background Investigation

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

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

14.3 In case you are hired from campus and results for your examination is still awaited, your continued employment with Amazon India will be subject to passing the said examination appeared before joining the company and completing the course, failing which Amazon reserves the right to take action including termination of your employment without notice.

### 15. Foreign Nationals

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

15.2 You are also required to ensure all future correspondence and permission for continued stay and employment in the country as per the governing law is complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.



15.3 It is made clear that you're having valid work permit / authorisation, at all times of your employment, is an inherent requirement of your employment with Amazon. Any time after the execution of this employment contract, if it is found that you do not have required work permit / visa, Amazon shall terminate your employment, without notice, with immediate effect, without having any liability towards you.

#### 16. Other Particulars

- 16.1 You confirm that there are no other agreements executed by you with third parties that directly conflict with the terms and conditions of your employment or restrict your ability to enter into this Appointment Letter.
- 16.2 You will be eligible to participate in and receive employee benefits as may be provided by Amazon India in Amazon's Policies and Procedures.

#### 17. Notices

Any notices required to be given by a party to another, shall be sent either by first class post, which shall be deemed to be received seven working days later (unless returned by post) or by facsimile or by email transmission, which shall be deemed to be received the next working day, provided the notice is also sent by post the next working day after transmission.

#### 18. Governing Law and Jurisdiction

Your employment, and any disputes which may arise under, out of or in connection with your employment, shall be governed by and construed in accordance with the laws of India. The Courts of Delhi shall have exclusive jurisdiction to try and entertain such disputes.

#### 19. Agreement/Modifications


The terms described in this Appointment Letter will be the terms of your employment, and this Contract supersedes any previous discussions or offers relating to your employment. Any additions to, deletions of or modifications of these terms are effective only upon signature of an officer of Amazon India.



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

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

**AUTHORIZATION**

By :   
Printed Name : Chanchal Gupta  
Title : Sr. Manager, Human Resources  
Date : 25th July, 2016



**ACCEPTANCE**

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

By : \_\_\_\_\_  
Printed Name : Manjula M  
Date : 25th July, 2016



**Provisional Offer: BUSINESS PROCESS SERVICES**  
**Ref : Process Associate**  
**Offer-2016 -17**

**Date : 22/04/16**

Dear **Ms. Navya G**

Sub: Letter of Offer and Terms of Employment.

Thank you for exploring career 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 employment.

This offer is based on your profile, and performance in the selection process. You have been selected for the position of **Process Associate** in **BPO1** at TCS. Your gross salary including all benefits will be **Rs. 2.25 Lacs** per annum.

This offer is subject to your clearing our pre-employment medical tests and background check.

Kindly confirm your acceptance of this offer by mailing a signed copy of this letter to [magesh.bj1@tcs.com](mailto:magesh.bj1@tcs.com) within 24 hours of receipt. A detailed Offer Letter will be shared with you prior to your joining the Organization. On joining and successful completion of joining formalities, 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.

**We look forward to having you in our global team.**

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Rustom Sigamseth Beheram**  
**Head, Talent Acquisition Group**  
**Business Process Services**

**For the candidate to complete:**

This is to confirm that I have received the Provisional Letter of Offer on 31-5-16. I hereby accept this Offer.

Signature: Navya G

Name: NAVYA G

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Vydehi RC 1 Block 82, EPIP Industrial Area Whitefield Bangalore - 560066 India  
Tel 91 80 6725 7000 Fax 91 80 6725 7227 Website : [www.tcs.com](http://www.tcs.com)  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400021.  
Corporate Identification No. (CIN): L22210MH1995PLC084781

**Date: 30<sup>th</sup> November 2018**

To whomsoever it may concern.

**Subject : Reliving Letter for Mr .Pawan B R**

We state on record that **Mr .Pawan B R** has successfully completed his service in the role of HR Recruiter in Vtricks Technologies , Bangalore. The employment start date was 5<sup>th</sup> September 2016 and end date is 30<sup>th</sup> November 2018 .

During this period he worked on various areas of recruitment activities and successfully met the objective that were set at the beginning of his job profile . He is dedicated and hard working, we wish him all the best for his future endeavours.

  
Sneha C S,  
HR Manager,



November 21, 2016

HR/S/11116/06241

Ms. Pooja T  
# 39, 13th Cross, 5th Main,  
Chowdappa Layout, Bapujinagar,  
Bangalore-560026

**Letter of Appointment**

Dear Pooja,

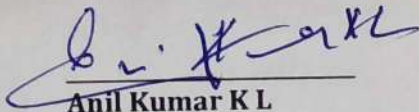
- 1.0 **Appointment:** We are pleased to offer you an **Appointment** in our company as "**Assistant Claims Processing Executive**" The details of your entitlements and your salary are as per Annexure -II.
- 2.0 **Date of Appointment:** Your effective date of Appointment will be on or before **November 21, 2016**.
- 3.0 **Initial Posting & Reporting:** Your initial posting in the normal course will be **Bangalore** and you will report to the respective Business and/or Functional Head.
- 4.0 **Documentation:** You are required to furnish the following at the time of joining duty-
  - 4.1 Proof of age;
  - 4.2 Certificates supplementing your SSLC (10th Standard) and highest educational / professional qualification attainments;
  - 4.3 Appointment & Relieving letter of your previous employer, as applicable;
  - 4.4 6 (Six) passport sized photographs;
  - 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction/paid in the current financial year; PAN Card Copy.
  - 4.6 Photocopy of Passport, if available.
  - 4.7 Photocopy of your Aadhaar Card with number.
  - 4.8 PF No. / UAN (Universal Account Number) of previous employment.
  - 4.9 ESIC Number of previous employment.
  - 4.10 Any other documents as may be required by the Company.
- 5.0 **Terms and Conditions of Employment:** All the terms and conditions of your employment are attached herewith as Annexure - I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Those working on part time employment:

  - 5.1 A workday shall comprise of 4:30 hours, including a break time of 30 minutes for lunch, dinner or tea/coffee break, as communicated from time to time.
  - 5.2 And such other applicable terms and conditions associated with that employment including receiving applicable compensation and benefits during part time.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,



**Anil Kumar K L**  
**Deputy Manager - Human Resources**  
**HGS International Services Private Limited**

I have read the Appointment Letter and I fully understand and accept the terms & conditions contained herein.

Signature: Pooja.T  
Name: Pooja.T  
Date: 21/Nov/2016

**Encl: Annexure - I & II**



Provisional Offer: BUSINESS PROCESS SERVICES  
Ref : Process Associate  
Offer-2016 -17

Date : 22/04/16

Dear **Mr. Rajesh B**

Sub: Letter of Offer and Terms of Employment.

Thank you for exploring career 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 employment.

This offer is based on your profile, and performance in the selection process. You have been selected for the position of **Process Associate** in **BPO1** at TCS. Your gross salary including all benefits will be **Rs. 2.25 Lacs** per annum.

This offer is subject to your clearing our pre-employment medical tests and background check.

Kindly confirm your acceptance of this offer by mailing a signed copy of this letter to [magesh.bj1@tcs.com](mailto:magesh.bj1@tcs.com) within 24 hours of receipt. A detailed Offer Letter will be shared with you prior to your joining the Organization. On joining and successful completion of joining formalities, 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.

**We look forward to having you in our global team.**

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Rustom Sigamoria Beheram**  
**Head, Talent Acquisition Group**  
**Business Process Services**

**For the candidate to complete:**

This is to confirm that I have received the Provisional Letter of Offer on 24/5/16. I hereby accept this Offer.

Signature:

Name:

*Rajesh B*  
**Rajesh B**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Vydehi RC 1 Block 82, EPIP Industrial Area Whitefield Bangalore - 560066 India

Tel 91 80 6725 7000 Fax 91 80 6725 7227 Website : [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400021.

Corporate Identification No. (CIN): L22210MH1995PLC084781

**INFOSYS BPO LIMITED**

Plot No. 347/A, 347/C, 348, 349, 373 to 375  
Hebbal Electronic City  
Hootagalli, Mysore - 570 027  
Tel : 91 821 240 4101 Fax : 91 821 240 4200  
Website : www.infosysbpo.com



HRD/InfosysBPO/11653361

16-January-17

Ms. Shwetha N

#20, 8th Cross, 8th Main, J C Nagar Mahalakshmpuram  
LM- Near Shankarmath,  
Bangalore-  
India 560086

Ph: 918884500083

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Shwetha,

We refer to your application for employment and the subsequent interview you had with Infosys BPO Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer and to you being medically fit.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |                           |   |                   |
|---------------------------|---|-------------------|
| a) Role                   | : | Process Executive |
| b) Role designation       | : | Process Executive |
| c) Job Level              | : | 2B                |
| d) Date of Joining        | : | 16-January-17     |
| e) Location of Posting    | : | Bangalore STP     |
| f) Gross Salary per month | : | Rs. 12731/-       |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

We are pleased to inform you that you will be additionally covered under "Infosys Performance & Loyalty 2.08 Plan", upon completion of a minimum of 18 months with Infosys BPO Limited. Your compensation will also be revised on achievement of this milestone to INR 208,000 subject to fulfilling the conditions laid out in the policy.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.
- Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working on a day shift. For further details on shift allowance, refer to Appendix 3.

**All allowances are payable as per the policies of the Company, which are subject to change from time to time**

---

Sign your name



Provisional Offer: BUSINESS PROCESS SERVICES  
Ref : Process Associate  
Offer-2016 -17

Date : 22/04/16

Dear Mr. Vaibhav V

Sub: Letter of Offer and Terms of Employment.

Thank you for exploring career 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 employment.

This offer is based on your profile, and performance in the selection process. You have been selected for the position of **Process Associate** in **BPO1** at TCS. Your gross salary including all benefits will be **Rs. 2.25 Lacs** per annum.

This offer is subject to your clearing our pre-employment medical tests and background check.

Kindly confirm your acceptance of this offer by mailing a signed copy of this letter to [magesh.bj1@tcs.com](mailto:magesh.bj1@tcs.com) within 24 hours of receipt. A detailed Offer Letter will be shared with you prior to your joining the Organization. On joining and successful completion of joining formalities, 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.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

Rustom Sigamporia Beheram  
Head, Talent Acquisition Group  
Business Process Services

For the candidate to complete:

This is to confirm that I have received the Provisional Letter of Offer on 25-May'16 hereby accept this Offer.

Signature:

Name: Vaibhav. V.

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Vydehi RC 1 Block 82, EPIP Industrial Area Whitefield Bangalore - 560066 India  
Tel 91 80 6725 7000 Fax 91 80 6725 7227 Website : www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400021.  
Corporate Identification No. (CIN): L22210MH1995PLC084781



**gem**  
PAINTS

beyond  
colour

GPPL/HR/OFFER/05/2016-17

May 25<sup>th</sup>, 2016

Mrs. VEENA M  
D/o, Mohan A,  
# 130, 16<sup>th</sup> Cross, 3<sup>rd</sup> Main, J.C Nagar,  
Kurubarahalli,  
Bengaluru - 560 086.  
Mobile No.: +91 74064 17620

Dear Veena,

Date of joining: June 1<sup>st</sup>, 2016

Sub: Offer Letter.

With reference to your application and subsequent interview and on the basis of information provided, we are pleased to appoint you at **GEM PAINTS PRIVATE LIMITED**, for the post of "TRAINEE - HR" at our **BENGALURU BRANCH** on the following terms and conditions.

The breakup of your salary will be as under:-

Basic	Rs. 5,000/- (Five Thousand Only)
DA	Rs. 2,704/- (Two Thousand Seven Hundred and Four Only)
HRA	Rs. 1,796/- (One Thousand Seven Hundred Ninety Six Only)
Conveyance	Rs. 750/- (Seven Hundred and Fifty Only)
FMC	Rs. 750/- (Seven Hundred and Fifty Only)
<b>Total</b>	<b>Rs. 11,000/- (Eleven Thousand Only)</b>

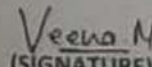
- The bonus, provident fund, leaves and periodical increments will be applicable as per rule of the company and applicable to other staff members depending on the position held performance by individual.
- The Jurisdiction of your working and the responsibilities to be carried has been explained in person at **GEM PAINTS PRIVATE LIMITED**. A detailed description of the job profile will be presented after you joined our organization.

Welcome aboard we are all looking forward to have you soon associated with our organization.

For **GEM PAINTS PRIVATE LIMITED**

I confirm and accept the above

  
ASHWANI G  
DIRECTOR  


  
(SIGNATURE)  
VEENA M

01/06/2016



Search mail



206

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

From: **Vinay Fox** <[vinayfox0007@gmail.com](mailto:vinayfox0007@gmail.com)>

Date: Sun, 1 Aug 2021, 12:10 pm

Subject: Fwd: Welcome to Northern Trust

To: <[vajreshwarisprasad@gmail.com](mailto:vajreshwarisprasad@gmail.com)>

Hi Madam,

Please find the mail.

Sent from my iPhone

Begin forwarded message:

**From:** Northern Trust Recruiting <[northerntrust@invalidemail.com](mailto:northerntrust@invalidemail.com)>

**Date:** 12 May 2017 at 11:43:07 AM IST

**To:** [vinayfox0007@gmail.com](mailto:vinayfox0007@gmail.com)

**Subject:** Welcome to Northern Trust



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or





Search mail



206

Dear vinay,

Welcome aboard! Now that you have completed the pre-boarding process, we would like to share how very excited we are to have you joining the North to a wealth of resources and meet new people that will help to guide you through your journey.

The nCompass onboarding program will provide the experiences and information you need to grow in your career, understand Northern Trust's culture need to thrive in our environment.

Watch a [quick video](#) that highlights the resources that will be available to you on day 1!

In the meantime, please visit our [New Employee Orientation site](#) and get more information on how to prepare for your first day.

We look forward to having you join Northern Trust! If you have any questions, please give me a call at 630/276-4778.

Kind Regards,

Naveen R S



No re  
ch:  
Start :  
or



Date: 20/7/16.

Vinutha . U

Dear Vinutha . U

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**

<b>COMPENSATION BREAKUP SHEET</b>	
<b>EMOLUMENTS</b>	<b>Per Annum INR</b>
Basic	96302
House Rent Allowance	38521
Prorata Statutory Bonus	8900
Other Taxable Allowance	2836
Employer's Contribution to Provident Fund	11556
Meal Allowance	15000
Conveyance Allowance[2]	24000
<b>Fixed Emolument</b>	<b>197115</b>
Performance Based Retention linked Incentives [1]	7885
<b>Emoluments Total (A)</b>	<b>205000</b>
<b>Benefits B</b>	
Medical Insurance Premium[2]	3037
Gratuity [1]	4630
<b>Benefits Total (B)</b>	<b>7667</b>
<b>Cost To Company (CTC):</b>	<b>Total (A+B)</b>
	<b>212667</b>

\*Compensation would be as per company prevailing policies.

Date of joining: June/July/August, 2016 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.

*Vinutha*





Your appointment is subject to the following:

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

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

Looking forward to a long and mutually beneficial association.

Yours faithfully,  
For Crossdomain Solutions Pvt. Ltd.

---

**Shraddha Wadhvani**  
**Deputy Manager- Human Resource**

Date: 20/7/16

Vinukha