escientia

Escientia Biopharma Pvt.Ltd.,
Plot No. DS – 14, Sy. No. 542/2,
IKP Knowledge Park,
Kolthuru (V) Shamirpet (M) Medchal Dist
Telangana – 500078 India.
Phone: +91 40 68139000/901
www.escientia.com
CIN: U24100TG200PTC057277

07th April 2023.

Chinthala Vaishnavi
D/O: Chinthala Keshav
1-11/1,
Shamirpet Village & Mandal,
Medchal-Malkajgiri District,
Telangana – 500078.

Dear Ms. Vaishnavi

Pursuant to your job application and subsequent interviews with us, we are pleased to formally extend to you an offer of at-will employment with ESCIENTIA BIO PHARMA PRIVATE LIMITED (the "Company"), with a designation of **Trainee Technical Assistant – Process Engineering Department** at our R&D Centre: Plot # 14 DS, IKP Knowledge Park, Turkapally, Shameerpet, Hyderabad,Telangana 50007.

Please note that this offer letter is conditional upon satisfactory feedback from our references and necessary background, academic, medical and criminal checks. The Organization has reserves that right to withdraw this offer letter of employment without any obligation whatsoever, in the event that it determines or believes that any contractual or other obligation may materially limit your ability to engage in business activities for the company.

We look forward to your contribution to the organization and hope this is the beginning of a long and fruitful association with us. If you wish to accept this offer, please sign and date this letter.

On the start date, you will be required to submit all necessary documents along with documents concerning your prior employment / education / medical / etc.

Yours faithfully,
For Escientia Biopharma Pvt, Ltd.,

KKPedlv

Kiran Reddy Pendri
Director

C. Vaishnavi

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CIN: U24100TG200PTC057277

07th April 2023.

Name: Chinthala Vaishnavi
Designation: Trainee Technical Assistant
Grade: 1C
Compensation Structure:

	Component	Annual (INR)	
A	Basic	90,000.00	Taxable Component
	House Rent Allowance	36,000.00	40% of Basic for Non Metro Cities 50% of Basic for Metro Cities
	Standard Deduction	50,000.00	
	Education Allowance	2,400.00	
	Vehicle Reimbursement	-	
	Broadband Reimbursement		
	Books & Periodicals		
	Special Allowance	26,350.00	Taxable Component
	Gross Income	**2,04,750.00**	
	PF	20,250.00	Employer Contribution
B	Gratuity	-	As per Legislation
C	Cost To Company (CTC)	**2,25,000.00**	
	Bonus %	-	
	Target Bonus	-	
D	Total Target Cash (TTC)	**2,25,000.00**	

Yours faithfully,
For Escientia Biopharma Pvt, Ltd.,

KR Pendri

Kiran Reddy Pendri
Director

C. Vaishnavi

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Terms and Conditions

1) In the event, if the information and particulars furnished by you in respect of your qualification, conduct, experience and reason for leaving previous employment are found false / fabricated anytime during the tenure of your employment in our company, this appointment letter automatically stands withdrawn / cancelled and your employment will be terminated without notice period.
2) Unauthorized absence from your duties for more than **7 working days** will be treated as termination of the service.
3) Your posting will be at Hyderabad. Your services are liable for transfer to any division/department/location/branches/facility of India / overseas.
4) You must execute service bond for **Two years** at the time of joining the company.
5) Your appointment may be terminated by either party by giving Three months prior notice in writing. However, the company, at its own discretion, reserve the right to waive the requirement.
6) Company reserves the right to alter/regroup the pay and allowances without reduction in annual compensation.
7) Recoveries towards PF, ESI, Professional Tax, income Tax etc. as may be applicable will be deducted from your salary.
8) Taxes deductions at source as applicable.
9) You should not take up the further studies / Courses- evening or part time without prior written permission of the Management.
10) You should not take any other full / part time employment, trading, or agency on commission or otherwise or any other activity without prior written permission of the Management.
11) You will be governed by the conduct rules and discipline enforced by the company and by the Undertaking with respect to confidentially entered into with the company from time to time.
12) Resignation should be submitted on paper, physically, to HOD.

C. Vaishnavi

13) In Case of your resignation/ termination, all terminal benefits including salary will be settled after the date of handling over charge, which includes No Objection certificate (NOC), Charge Hand Over Report (CHOR) to the reliever / Superior and Exit Interview etc,

14) Being an employee, you should not be guided by any improper influence which shall have a bearing on your work and results.

15) You will not at any time without consent of the Management disclose or divulge or make public except on the legal obligations regarding company affairs, whether the same may be confined to you or become known to you in the course of service or otherwise.

16) All disputes are subject to the jurisdiction of Hyderabad only.

I hereby confirm that I read the terms and conditions of the company and understood the same and accepted.

Signature of employee C. Vaishnavi

Name: C. Vaishnavi

Date: 11-04-2023

Date: 10.11.2023

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Miss. J. PRAGNA D/O J. VIJAY KUMAR is working in Sainor Laboratories Pvt Ltd as an Executive in Formulation Research & Development from 21.09.2023 onwards.

The certificate has been issued for academic purpose only.

For SAINOR LABORATORIES PVT.LTD

UNIT-II PHARMA DIVISION

Authorized Signatory

SAINOR LABORATORIES PVT. LTD. Hyderabad Unit II - Pharma Division

Escientia Biopharma Pvt.Ltd.,
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CIN: U24100TG200PTC057277

24th May 2023.

Kunapa Reddy Tejaswini
D/O: Kunapa Reddy Satyanarayana
H.No.21-614/4,
New Shivalaya Nagar,
Suraram, Qutubullapur,
IDA Jeedimetla, Rangareddy District – 500055
Telangana State.

Dear Ms. Tejaswini

Pursuant to your job application and subsequent interviews with us, we are pleased to formally extend to you an offer of at-will employment with ESCIENTIA BIO PHARMA PRIVATE LIMITED (the "Company"), with a designation of **Trainee Associate – Development Quality Assurance Department** at our R&D Centre: Plot # 14 DS, IKP Knowledge Park, Turkapally, Shameerpet, Hyderabad,Telangana 50007.

Your total cost to the company (CTC), detailed on the next page, is inclusive of all statutory/tax liabilities and an annual performance bonus, which will be based on an annual performance review to be conducted one year after your induction. The first bonus amount (If applicable) will be paid 52 weeks after induction. The actual terms of how much of the bonus will be paid will be based on clear performance goals set at the start of your employment in writing, tied to both personal performance and company performance. Annual salary increments will be considered every year based on individual performance and company performance.
A detailed appointment letter including all employee rules and regulations would be issued to you upon your joining and completion of the induction program. We look forward to your contribution to the organization and hope this is the beginning of a long and fruitful association with us. If you wish to accept this offer, please sign and date this letter.
On the start date, you will be required to submit your relieving letter from your previous organization along with documents concerning your prior employment / education / medical / medical / etc.

Yours faithfully,
For Escientia Biopharma Pvt, Ltd.,



Kiran Reddy Pendri
Director

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www.escientia.com
CIN: U24100TG200PTC057277

24th May 2023.

Name: Kunapa Reddy Tejaswini
Designation: Trainee Associate
Grade: 1C
Compensation Structure:

	Component	Annual (INR)	
A	Basic	90,000.00	Taxable Component
	House Rent Allowance	36,000.00	40% of Basic for Non Metro Cities 50% of Basic for Metro Cities
	Standard Deduction	-	
	Education Allowance	2,400.00	
	Vehicle Reimbursement	-	
	Broadband Reimbursement		
	Books & Periodicals		
	Special Allowance	76,350.00	Taxable Component
	Gross Income	**2,04,750.00**	
	PF	20,250.00	Employer Contribution
B	Gratuity	-	As per Legislation
C	Cost To Company (CTC)	**2,25,000.00**	
	Bonus %	-	
	Target Bonus	-	
D	Total Target Cash (TTC)	**2,25,000.00**	

Yours faithfully,
For Escientia Biopharma Pvt, Ltd.,

Offer Accepted

Kiran Reddy Pendri
Director

Ms. Kunapa Reddy Tejaswini
Date:

Shamirpet

DATE: 01-09-2023

Mrs. 1-141/4,
Thurkapally,
Shamirpet, Hyderabad.

Dear **Saniya Mirza**,

Sub: - Appointment Order Cum T&C Letter - Reg

Greetings!!!

We have pleasure in appointing you in our institution **Jain Group of Instituitions – Hyderabad** as a **Art & Craft Teacher** at **Jain Heritage a Cambridge School - Shamirpet** or in such capacity the management shall from time to time determine.

Appointment:

a. Your date of appointment is effective from the date of joining which shall be from **08-08-2023.**
b. You will be on probation for a period of one year from the date of appointment. If in the opinion of management, you are found suitable, you will be confirmed.
c. You will be governed by the terms and conditions of service of **The Jain Group of Instituitions.**

Compensation:

a. You will be paid a gross salary of Rs. **20,000/-** per month.
b. You will be entitled in to contributing to P.F even during probation.
c. You will also be entitled into Staff Child benefit after completion of one year of service w.e.f DOJ.

A detailed terms and conditions have been given to you along with the appointment Letter.

Thanking You,

For The Jain Group of Institutions

Chandrashekar D P
Chief Executive Officer

I agree to accept the employment at Jain Group of Institutions, Hyderabad.

Name: MD. Saniya Mirza

Signature: Saniya Mirza

Date: 01/09/23

Place: Thurkapally.

cognizant

Ref No: 25187338
13-Jul-2023

Sithara Kaushalya

Dear **Sithara**,

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 **Hyderabad**.

Your annual total compensation will be **INR 320,004**. 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 **14-Jul-2023**.

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
AVP ?HR

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

Signature: Sithara **Date**: 14-07-2023

cognizant

Compensation and Benefits

Name: Sithara Kaushalya **Designation:** Process Executive - Voice

Sl. No.	Description	Monthly	Yearly
1	Basic	9350	112,200
2	HRA*	5610	67,320
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5857	70,284
	Annual Gross Compensation		**320,004**
	Annual Total Compensation		**320,004**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**339,504**

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

Sithara

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 13-Jul-2023 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

Sithara Kaushalya, 20 (Age) ,residing at Kanajiguda, Prashanthi enclave, Military diary farm road (hereinafter referred to as "you," "your" or "yourself," which shall, unless counter to the context or

Sithara

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

Rithala

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 **Sithara Kaushalya**

Shibu Balakrishnan
AVP ?HR

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

Signature: Sithara **Date**: 14/7/2023



Strictly Private and Confidential

Date: 09/21/2023

Sravanthi Tandyala

C12282428

5-190/1, Chandranagar, Chintal, Qutubullapur, Hyderabad, Telangana.

9398298053

Dear **Sravanthi Tandyala,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering

Please refer to:

• Annexure I for the compensation and benefits details.

• Annexure II for documentation to be submitted by you.

• Annexure III Terms of Employment

• Annexure IV-Remote working conditions -Declaration

• Annexure V-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Reference Id: 6cfea073-e9cb-4cbe-a4c4-d274fc6e5e5a_1
Signed By: MAHESH VASUDEO ZURALE

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment,in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

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 Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture 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 Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

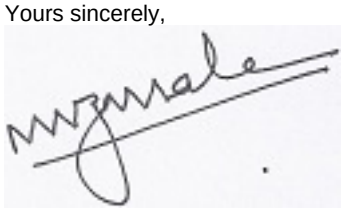
After accepting this Offer, we encourage you visit Countdown to the Company-

(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on *https://indiacampus.accenture.com/myzone/accenture/auth/login*

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

_____

Sravanthi Tandyala

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	25,500/-
Maximum Annual Total earning potential(A+B)	3,25,500/-
(C)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 13,700/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 344200/-

(D)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares **at 15% discount on the fair market value**	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY24 (September 2023 to August 2024) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your 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/regulations 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.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to 2 times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1.Medical:

a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

2.Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3.Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

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

a) 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.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.

• Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.

• Expenses towards movement of one vehicle including Road Tax / Octroi.

• Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1.Two copies of your recent passport size photographs.

2.Original marksheet of all semester (PG/UG).

3.Original provisional degree certificate or convocation degree certificate.

4.Copy of X, XII and all semester mark sheets of PG & UG Degrees.

5.Copy of Degree/PG/Diploma (as applicable) certificates.

6.Passport copy, if available (if not please apply immediately).

7.Pan Card

8.Certification Completion Document (as mentioned in the eligibility criteria)

9.Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV

REMOTE WORKING CONDITIONS - DECLARATION

NOTE:

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your **Accenture Base Location**]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property.
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role.
- I agree and undertake to follow the work timings defined by my organization.
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role.
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me.
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely.

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my **Accenture Base Location.**

ANNEXURE V - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture 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 Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture 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 Accenture. 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 Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

_____

Sravanthi Tandyala

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

MSN Organics Private Limited
MSN House, Plot No.: C-24,
Sanath Nagar Industrial Estate, Sanath Nagar,
Hyderabad, Telangana, Pincode: 500018. India.
CIN: U24110TG2006PTC051858
Phone: +91-40-30438600 Fax: +91-40-30438798

June 26, 2023

Mr.B.Sai Vardhan
S/o B.Narsimha
H no: 3-65,Gudur
Bibinagar
Yadadri Bhunagiri
Telangana 508126
Mobile No: 6305976927

Dear Mr.B.Sai Vardhan,

Sub: Offer and Appointment Letter

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

1. Designation:
You will be designated as **"Junior Executive-Trainee",** Grade **"G01",** in **Production** Department based at **MSN Organics Private Limited - MSNOPL** Location.

2. Remuneration:

Detailed compensation structure as Total Cost to Company **Rs.210000/-** is mentioned in the Annexure-I.

3. Documents to be Submitted:
Please bring all the following documents in original with Photostat copies of the same at the time of joining.

a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
b. All Educational Certificates and any other Certificates related to specific Training and Skills
c. Updated/ latest E- Aadhaar Cards of self and dependent family members
d. PAN Card
e. Passport / Driving License
f. A cancelled cheque leaf of active bank account
g. Medical Certificate with Reports



Factory: Sy. No.: 224/A, Bibinagar (Village), Bibinagar (Mandal),Yadadri Bhuvanagiri District, Telangana, Pincode : 508 126, India. Phone: +91-8685-278580 Fax: +91-8685-278581 Alternate Fax: +91-40-30438799
www.msnlabs.com

Name: B.Sai Vardhan

4. Medical Fitness:

This Offer and Appointment is subject to your medical fitness, for which you need to undergo Medical Examination at Company's Designated Medical Center.

5. Terms & Conditions:

a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure – II.

b. As discussed, you need to join us on or before **July 03, 2023,** failing which this offer and Appointment Letter stands withdrawn.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Mr. R.Ram Mohan Reddy Contact No. 040-30438785

Email ID: ramamohan.ramigani@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,
For MSN Organics Private Limited



Naveen Kumar Teram
General Manager - HR

June 26, 2023

Annexure-I

Mr.B.Sai Vardhan
Designation: Junior Executive-Trainee
Grade : G01
Department: Production

TOTAL COST TO COMPANY

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
A. Monthly Salary			
Basic Pay	10270	123240	Monthly
House Rent Allowance	4108	49290	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Pay Out)	700	8400	Monthly
A - Monthly Gross Total	**15078**	**180930**	
B. Statutory Benefits			
PF (Employer Contribution)	1232	14789	Monthly
ESI (Employer Contribution)	490	5880	Monthly
Bonus / Ex-gratia	700	8400	Annual
B - Statutory Benefits Total	**2422**	**29069**	
C. Fixed Total Cost to Company (A+B)	**17500**	**210000**	
D. Gratuity (As per the Gratuity Act, 1972)	494	5928	
Total Cost to Company (C+D)	**17994**	**215928**	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. You will be Covered Under ESIC Insurance Scheme

For MSN Organics Private Limited



Naveen Kumar Teram
General Manager - HR

Name: B.Sai Vardhan

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **July 03, 2023**, failing which this offer and Appointment Letter stands withdrawn.

2. Your initial place of posting shall be at **MSN Organics Private Limited - MSNOPL** Location However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.

3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.

4. Your Date of Birth is recorded as **May 15, 2003**, by the Company on the basis of documentary evidence produced by you at the time of your appointment**.** You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.

5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.

6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.

7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.



Name: B.Sai Vardhan

8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.

9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.

10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.

11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.

12. As per the Company's policy, the age of superannuation is **58** years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.

13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade, secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.

14. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.



Name: B.Sai Vardhan

15. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.

16. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.

17. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.

18. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.



Acknowledgement for the Acceptance of the Offer and Appointment Letter

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

Signature: **Date**

Escientia Biopharma Pvt.Ltd.,

Plot No. DS – 14, Sy. No. 542/2,
IKP Knowledge Park,
Kolthuru (V) Shamirpet (M) MedchalDist
Telangana – 500078 India.
Phone: +91 40 68139000/901
www.escientia.com
CIN: U24100TG200PTC057277

07th April2023.

Hanmanthug Gari Naveen Kumar
S/O:H Vittal
H.No: 3-57,
Kammarikatha,
Tekmal, Medak,
Telangana – 502302.

DearMr. Naveen Kumar

Pursuant to your job application and subsequent interviews with us, we are pleased to formally extend to you an offer of at-will employment withESCIENTIABIO PHARMA PRIVATE LIMITED (the "Company"), with a designation of **Trainee Technical Assistant–Process EngineeringDepartment**at our R&D Centre: Plot # 14 DS, IKPKnowledge Park, Turkapally, Shameerpet, Hyderabad,Telangana 50007.

Please note that this offer letter is conditional upon satisfactory feedback from our references and necessary background, academic, medical and criminal checks. The Organization has reserves that right to withdraw this offer letter of employment without any obligation whatsoever, in the event that it determines or believes that any contractual or other obligation may materially limit your ability to engage in business activities for the company.

We look forward to your contribution to the organization and hope this is the beginning of a long and fruitful association with us. If you wish to accept this offer, please sign and date this letter.

On the start date, you will be required to submit all necessary documents along with documents concerning your prior employment / education / medical / etc.

Yours faithfully,
For Escientia Biopharma Pvt, Ltd.,



Kiran Reddy Pendri
Director

Escientia Biopharma Pvt.Ltd.,
Plot No. DS – 14, Sy. No. 542/2,
IKP Knowledge Park,
Kolthuru (V) Shamirpet (M) MedchalDist
Telangana – 500078 India.
Phone: +91 40 68139000/901
www.escientia.com
CIN: U24100TG200PTC057277

07th April2023.

Name:Hanmanthug Gari Naveen Kumar
Designation:Trainee Technical Assistant
Grade: 1C
Compensation Structure:

	Component	Annual (INR)	
A	Basic	90,000.00	Taxable Component
	House Rent Allowance	36,000.00	40% of Basic for Non Metro Cities 50% of Basic for Metro Cities
	Standard Deduction	50,000.00	
	Education Allowance	2,400.00	
	Vehicle Reimbursement	-	
	Broadband Reimbursement		
	Books & Periodicals		
	Special Allowance	26,350.00	Taxable Component
	Gross Income	**2,04,750.00**	
	PF	20,250.00	Employer Contribution
B	Gratuity	-	As per Legislation
C	Cost To Company (CTC)	**2,25,000.00**	
	Bonus %	-	
	Target Bonus	-	
D	Total Target Cash (TTC)	**2,25,000.00**	

Yours faithfully,
For Escientia Biopharma Pvt, Ltd.,

Kiran Reddy Pendri
Director

CORPORATE COMPLIANCE SERVICES

Appointment Letter

Dt. 03-07-2023.

To

Mr. IFTAQAR BAIG
C/o M/s HDL UNIT 1- BONTHAPALLY

Subject: Appointment for the Post of "Jr. OFFICER"

Dear Mr. IFTAQAR BAIG

On the basis of your interview, we are pleased to appoint you in our client **Hetero Drugs Limited, Unit - I** on the following Terms and Conditions with effect from **10-07-2023**

1. Job Title/Designation/Post: You have been appointed on the post of **"Jr. OFFICER"** in "**SAFETY" and** shall be designated as such.

2. Posting/ you are posted, relocated or required to work at any place of business which the Client has, or may) later acquire.

3. Commencement of Employment/Joining: Your employment will be effective from the date of joining as of **10-07-2023.**

4. Joining/Reporting: You will report on **10-07-2023** at 9.00 a.m. at the aforesaid Office. Your immediate reporting officer will be **your dept. MANAGER**

5. Salary/Monthly Compensation and Benefits: You will be entitled to such salary, compensation and benefits Rs**. 2,41,612/- Per Anum** with Including of all allowances.

6. Working Hours: The client runs on four shifts and you are expected to report only decided by Client.

Four Shifts as below mentioned:

General Shift	08:30 AM to 05:30 PM
A Shift	06:00 AM to 02:00 PM
B Shift	02:00 PM to 10:00 PM
C Shift	10:00 PM to 06:00 AM

7. Leave/Holidays: You will be entitled to Leaves as per Client Rules & Regulations from time to time as may be applicable to your category of employees.

8. Medical Examination: Your appointment is subject to medical examination by reputed

and recognized Lab before joining the client. Relevant Medical Reports should be emailed before joining and submitted on the day of joining.

The client also reserves the rights to get you medically examined periodically. Your employment will be liable for termination if the client finds it necessary to do so, on the ground of your being medically unfit at any time.

9. Past Record: Declaration or Undertaking: You will be required to give or execute such Declarations, Undertakings, Affidavits, Bonds or Documents, etc., as the Client & HR Department of the Client may require of you before joining the client and as may be required from time to time thereafter. If any Declaration or Undertaking given or furnished by you to the client proves to be false or if you are found to have will fully suppressed any material information, in such case, you will be liable to disciplinary action and/or removal from service without any notice.

10. Compliance of Office of Profit under the Companies Act, 2013: Your appointment is subject to your not being a 'Related Party' or relative of a Director of the client within the meaning of Section 188 of the Companies Act, 2013 (18 of 2013) [earlier Section 314 of the Companies Act, 1956 (1 of 1956)]. In case, in future, you happen to be related to any of the Members of the Board of Directors of the client, you shall intimate the same to the Client in writing and continuance of your employment in the Client thereafter shall be on the compliance of the relevant pro- visions of the Companies Act, 2013 & Rules framed thereunder.

11. Training: You will attend all the Training Programmers organized by the Client from time to time to update your knowledge, learning and skills. If you are sent or sponsored for Training or Education abroad, you will have to sign a Bond for the period and amount which will be decided by the client depending on the period of training, education, travel and other expenses incurred.

12. Travel: You will be required to undertake travel on client work and you will be paid travel expenses for this as per the Client Rules.

13. Transfer/Relocation: You will be liable to be transferred or re-located in such capacity as the client may from time to time determine, to any other Location, Department, Establishment, Factory, Office or Branch of the Client or its affiliate, associate or subsidiary companies subject to the provision that your Designation & Remuneration will not be adversely affected. In such a case, you will be governed by the Terms and Conditions of service applicable to the new assignment.

14. Role and Responsibilities: You will perform such role as assigned to you by the Senior Manager/Director as well as the Client from time to time.

15. Client's Policies, Rules & Regulations: Your appointment is and shall be governed by the Client's Policies, Rules, Regulations, and Model Codes of Conduct, etc., as applicable and amended from time to time.

The Client shall be entitled to make policies, model code of conduct, etc., from time to

time pertaining to the matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Client shall be binding on you and shall override this Agreement to that extent.

It will be your responsibility to go through all the Policies, Processes, Relevant Documents, Rules and Regulations, etc., of the Client concerning your employment, department, the scope of work, etc., and keep updating yourself regularly with the same on a continuing basis for due and requisite observance and performance of your work in the interest and for the benefit of the client.

16. Change in Address: That in case of any changes in an address during the course of your employment, it will be your duty to intimate to the Client in writing as well as by email within three days from the date of such changes. Your new address will be changed in your personal records also.

17. Period of Leave & Absence without notice: If after confirmation you re- main absent in excess of the period of leave originally sanctioned or granted or subsequently extended, you will lose your lien on your payment. Further, in case you remain absent without prior permission or sanction of leave for 8 days in a month then you shall be treated as a habitual absentee.

18. Confidential Information: (1) You will not disclose or divulge or make public to any unauthorized person except under legal obligation, nor use for any purpose other than the client's work during your employment with us, any information concerning the client's (or its associates') interests, operations, plans, processes, know-how, secrets, etc., that you may come to know as an employee of the client, failing which the client can initiate necessary disciplinary action against you as may be deemed fit as per the Rules of the client.

(2) You must always maintain the highest degree of confidentiality and keep as confidential information in Computer, Laptop, Software, Hardware, Files, Deeds, Documents, Papers, Contracts, Records, Lists, Drawings, Blueprints, Correspondence, Letters, Notes, Data Specifications, Formulae, Books, Documents, Cost data, Market data, Literature, Drawings, Effects, Samples, etc., and other Confidential Information relating to the business of the Client which may be known to you or be confided in you by any means and you will use all such Computer, Laptop, Hardware, Software, Records, Documents and Confidential Information, etc., only in a duly authorized manner in the interest of and for the benefit of the Client. For the purposes of this clause 'Confidential Information' means information about the Client's business and that of its customers or Clients which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the client, its Policies, Business Affairs, Employment policies, Customer Records, Lists, Documents, Personnel or Work force and information about the Client's Products, Processes, Services, etc., including Business, Orders, Projections, Technology. Manuals, Drawings, Designs, Specifications, Innovations, Ideas, Concepts, Processes and all Papers, Resumes, Records and other Documents containing such Confidential Information.

(3) At no time, will you remove any Confidential Information or Business Secrets from the

office without permission from the Client.

(4) Your duty to safeguard and not disclose the Confidential Information will sur- vive the Termination or expiration of this Agreement and/or your employment with the Client or acceptance of your resignation by the Client.

(5) Breach of the conditions of this clause will render you liable to disciplinary proceedings or summary dismissal under clause above in addition to any other remedy that the Client may have against you in law,

19. TERM AND TERMINATION: This Agreement shall be valid for an initial period of two years unless terminated at any time prior thereto for the reasons stated herein.

As our client is investing a considerable amount of money as resources to have the best of technical and professional services to perform the projects undertaken and the employee would be provided first hand work experience into the same by training and giving the employee, the project experience and other administrative expenses, the employee is required to sign the present Service Contract to serve Client for a minimum period of 34 months, at the sole discretion of the Client. If the employee declines to serve full term, he/she is liable to pay the value of Rs.1,00,000/- (One Lakh Rupees Only) towards the cost of on job training and experience provided to the employee along with three months' notice or salary in lieu of notice, and the employee categorically agreed to the said calculations, reasonability and justifiability of the same.

However, during the Term of this agreement, the Client or the Employee may terminate the Employee's employment for the following reasons:

(a) Termination by Client for a cause:

i) Commission of fraud, theft, misappropriation, embezzlement, misrepresentation etc.,

ii) Material violation of any provisions of the agreement

iii) Insubordination or grossly incompetent in the course of his/her employment.

iv) Termination due to disability – suffering from any physical/mental disability which makes it difficult for the Employee to discharge his duties.

v) Further the Employee's employment with the Client shall be deemed to be terminated immediately upon the employee's death.

(b) Termination by Employee for cause:

Non-payment of salary by the Client consecutively for a period of more than three months, in such an event the Client shall not be entitled for the remedial compensation as specified in Exhibit A under this Agreement.

20. Governing Law/Jurisdiction: Your employment with the Client is subject to Indian laws. All disputes shall be subject to Arbitration and jurisdiction of Authorities, Tribunals, Courts [High Court] of [State] only.

Note: You will receive Salary, Allowances and all other Benefits forming pan of

your remuneration package (CTC) subject to and after Tax Deduction at Source (TDS) in accordance with the applicable law from time to time.

21. Acceptance of our Offer/Appointment: Please confirm that above Terms and Conditions are acceptable to you by signing a copy of this Letter of Appointment or Offer Letter. Please confirm your acceptance of this Offer/Contract of Employment by signing and returning the duplicate copy.
We welcome you to **M/s Hetero Drugs Limited** and look forward to receiving your acceptance and working with you and wish you all the best in your career with us.

Thanking you,
Yours Sincerely,
For and on behalf of **M/s corporate compliance services**



Authorized Signatory
I agree to accept employment on the Terms and Conditions mentioned in the above Appointment/Offer Letter.

Signature:
Emp. Name:
Place:
Date:

Regd.Office:FlatNo304,DeepaMansion,StreetNo.-IBhawaniNagar,Hyderabad,Telangana-500076.
Ph:+91-7674072408,8886693320,9550749494
nagireddy.ramini @ccsnr.com/
nagireddy.ramini@gmail.com
web-www.ccsnr.com

BranchOffice:HouseNo-28-7-190,3rdMile,MaipaduRoad,
NearSadavaripalem,Nellore,AndhraPradesh,524002.
Ph:+91-8886600852,9652970927
sivakota.modem@ccsnr.com
web-www.ccsnr.com

www.escientia.com
CIN: U24100TG200PTC057277

07th April 2023.

Reddy Raju
S/O: Reddy Mohan Rao
H.No.8-88,
Vijaya Laxmi Colony,
Kothur, Rangareddy,
Telangana. 509228

Dear Mr. Raju

Pursuant to your job application and subsequent interviews with us, we are pleased to formally extend to you an offer of at-will employment with ESCIENTIA BIO PHARMA PRIVATE LIMITED (the "Company"), with a designation of **Trainee Technical Assistant – Process Engineering Department** at our R&D Centre: Plot # 14 DS, IKP Knowledge Park, Turkapally, Shameerpet, Hyderabad,Telangana 50007.

Please note that this offer letter is conditional upon satisfactory feedback from our references and necessary background, academic, medical and criminal checks. The Organization has reserves that right to withdraw this offer letter of employment without any obligation whatsoever, in the event that it determines or believes that any contractual or other obligation may materially limit your ability to engage in business activities for the company.

We look forward to your contribution to the organization and hope this is the beginning of a long and fruitful association with us. If you wish to accept this offer, please sign and date this letter.

On the start date, you will be required to submit all necessary documents along with documents concerning your prior employment / education / medical / etc.

Yours faithfully,
For Escientia Biopharma Pvt, Ltd.,

Gmail vani Gandham <psvmtech@gmail.com>

Fwd: Offer Acceptance

1 message

THUMMA SANJAY REDDY <sanjayreddythumma3@gmail.com> Sat, Aug 5, 2023 at 12:29 PM
To: psvmtech@gmail.com

---------- Forwarded message ---------
From: **sreevind v** <sreevind.v@byjus.com>
Date: Thu, 20 Jul, 2023, 11:00 am
Subject: Offer Acceptance
To: <sanjayreddythumma3@gmail.com>
Cc: Arun Kumar C P <arun.kumar@byjus.com>, keerthana sudheer <keerthana.sudheer@byjus.com>, Byjus Campus <campus@byjus.com>



Dear Candidate,

We are thrilled to inform you that we are moving on to the final phase of the onboarding process. The details for your joining are mentioned below.

JOINING DETAILS :

Date of Joining	01/August/2023
Role Location	Hyderabad

Portal Registration Link : https://career10.successfactors.com/sfcareer/jobreqcareerpvt?jobId=15677&company=thinkandle&st=D0180F6052BA4B0468556641E7AC26F7A9C70F1F

Very Important - Please ensure that you reply to this email with the words **'Joining details noted and accepted'** to confirm your acceptance which will enable us to initiate further proceedings.The centre details and other informations regarding onboarding will be shared along with the offer letter which will be shared 2-3 days prior to your joining date.

Ensure that you carry a NOC(No objection certificate) or Course completion certificate for smooth onboarding formalities.

Guidelines and Office etiquettes

- Arrange a personal laptop to perform official duties.
- Arrange accommodation in close proximity to the assigned work location(office address will be shared in offer letter) In case the office location is far off to reduce commute time.
- Weekoff will be on Mondays
- Clocking in minimum of two hours of call talktime and conduction of at least one demo is necessary on a daily basis.

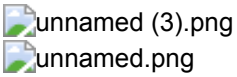
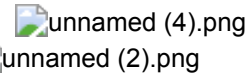
with regards

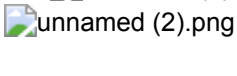
Sreevind V
Recruitment Associate
E sreevind.v@byjus.com

My Special referral link to refer your friends
https://r.ripplehire.com/s/bt1uz

BYJU'S

www.byjus.com



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The information contained in this e-mail is private & confidential and may also be legally privileged. If you are not the intended recipient of this mail, please notify us, preferably by e-mail; and do not read, copy or disclose the contents of this message to anyone. Whilst we have taken reasonable precautions to ensure that any attachment to this e-mail has been swept for viruses, e-mail communications cannot be guaranteed to be secure or error free, as information can be corrupted, intercepted, lost or contain viruses. We do not accept liability for such matter or their consequences

CORPORATE COMPLIANCE SERVICES

OFFER LETTER

Date: 11/07/2023

To
Mr. CH MASNAJI
Dear CH MASNAJI

With reference to your application and the subsequent discussions you had with us, we are pleased to inform you that you have been selected as **Jr. OFFICER in EHS-SAFETY department**. As per our understanding your service contract will be for a specific period and you will be placed to discharge the work at M/s Hetero Drugs Limited UNIT-1 on outsourcing basis.

You will be paid Compensation of **Rs.2,23,612/- per Annum (CTC Break up is Attached)** subject to attendance If you accept this offer, please report to our office on or before 14/07/2023 and submit the following documents.

(**a)**Original certificates in proof of your qualification, age, experience etc. along with two sets of Xerox copies
(**b**) Experience and relieving certificates from your current employer, if applicable
(**c)** Recent passport size photographs 6 NOs
(**d**) Two post card size photographs along with your dependent family members as declared in the ESI Declaration form if applicable.
(**e**) Address Proof & ID Proof.
(**f**) Two references along with contact phone numbers and E mail IDs
Appointment letter will be issued within 15 days of your joining.
If there is no response from your end on or before the above-mentioned date, your offer stands cancelled automatically.

Address of Diagnostics: Standard Diagnostics, Maheswara Complex, Ramalayam Arch, Near Kukatpally Bus stop, HYD-72 -Mobile: 09849532787,040-65274160.

With best wishes
For Corporate Compliance Services

Authorized signatory
Note: Pl sign a copy of this offer letter as a token of your acceptance

Regd.Office:FlatNo304,DeepaMansion,StreetNo.-IBhawaniNagar,Hyderabad,Telangana-500076.
Ph:+91-7674072408,8886693320,9550749494
nagireddy.ramini @ccsnr.com/
nagireddy.ramini@gmail.com
web-www.ccsnr.com

BranchOffice:HouseNo-28-7-190,3rdMile,MaipaduRoad,
NearSadavaripalem,Nellore,AndhraPradesh,524002.
Ph:+91-8886600852,9652970927
sivakota.modem@ccsnr.com
web-www.ccsnr.com

CORPORATE COMPLIANCE SERVICES

OFFER LETTER

Date: 11/07/2023

To
Mr. K RAMULU
Dear K RAMULU

With reference to your application and the subsequent discussions you had with us, we are pleased to inform you that you have been selected as **Jr. OFFICER in EHS-SAFETY department**. As per our understanding your service contract will be for a specific period and you will be placed to discharge the work at M/s Hetero Drugs Limited UNIT-1 on outsourcing basis.

You will be paid Compensation of **Rs.2,23,612/- per Annum (CTC Break up is Attached)** subject to attendance If you accept this offer, please report to our office on or before 14/07/2023 and submit the following documents.

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With best wishes
For Corporate Compliance Services



Authorized signatory
Note: Pl sign a copy of this offer letter as a token of your acceptance

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Regd.Office:FlatNo304,DeepaMansion,StreetNo.-IBhawaniNagar,Hyderabad,Telangana-500076.
Ph:+91-7674072408,8886693320,9550749494
nagireddy.ramini @ccsnr.com/
nagireddy.ramini@gmail.com
web-www.ccsnr.com

BranchOffice:HouseNo-28-7-190,3rdMile,MaipaduRoad,
NearSadavaripalem,Nellore,AndhraPradesh,524002.
Ph:+91-8886600852,9652970927
sivakota.modem@ccsnr.com
web-www.ccsnr.com

POOJARI SAIKUMAR

H. No. 4-39/16, Village Nasrullabad, Nizamabad, Telangana - 503321.

Date: 24/08/2023

Aadhar No: 6063 9558 9055

PAN No. NHYPS5312H

We are pleased to offer you the full-time position of **Public Relationship Assistant**
At **SYJ Organization** with a start date of August 24th, 2023, we believe your skills and experience is an excellent match for our organization.
For initial 1 week you would be on your probation period in which we will observe the quality of your work. After completing the probation period successfully you will be given the conformation for your job with us.
As per the discussion your profile will be as Marketing Executive, with the salary of **Rs. 20,000/-** per month. Your target will be **Rs.80,000/-.** After complete provision period of 2months you have to reach your target atlist 70%.
Salary will be given by the 3rd of every month.
Basic Terms:
1. Your job timing will be 8hrs of decided timing, in case of late coming more than 3 times a month, written notice will be given.
2. As discussed you will be having rotational weekly off.
3. You need to inform 24 hours before taking leaves, to the HR and the Manager.
4. Any uninformed leave taken, your 2 days salary will be deducted.
5. One month prior notice is mandatory during resignation; if not your remaining salary will be seized.
6. You have to wear shoes on duty.

Please confirm your acceptance of this offer by reverting on mail within 2 days.
We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Mandewad

Rohit Mandewad

+917470 059595
info@syjorganization.in

randstad
Staffing | Search & Selection | HR Solutions | Inhouse Services

Randstad India Private Limited

Deputed at Sutherland Global Services Pvt

Payslip for the Month of October 2023

Employee Code	1631090	**Designation**	Associate
Employee Name	Lagishetty Samyuktha	**Location**	Hyderabad
PF Number	TNMAS00357910002892666	**ESIC Number**	5219924457
Worked Days	30.00	**LOP Days**	1
Date Of Join	03/07/23	**EPF UAN**	101980515433

Earnings	Actual	Earned	Deductions	
Basic	13000.00	12581.00	TransportDeduct	300.00
HRA	2861.00	2769.00	PF	1510.00
Bonus	1083.00	1048.00	PT	150.00
Overtime	410.00	410.00	ESI	131.00
Incentive	547.00	547.00		

Total Earnings	**17355.00**	**Total Deductions**	**2091.00**

Net Pay **15264.00**

Amount In Words **Fifteen Thousand Two Hundred And Sixty Four Rupees**

Bank Name	AXIS BANK	**PaymentMethod**	Fund Transfer
Account/Instrument Number	923010028749067	**Paid Date**	31-10-2023

This is computer generated payslip and does not require signature and stamp.

Miss. Andhe Jyothika
H.No. 2-138, Sai Ram Nagar Colony, Bhongir-508116
Dist. Bhongir, Telangana State
Mob. 9347740621
Email: jyothikaandhe21@gmail.com

Sub: Offer Letter for the position of "Officer Market Support Services ".

Dear Jyothika,
We are pleased to offer you the position of **"Officer Market Support Services "** as discussed during your interview. You are requested to join the company on **May 16. 2023 at Head office, Hyderabad, TS, head quarter.** If there is any change in the date of joining or venue then we will update you immediately.
Your Salary will be **as per Annexure – A (Attached)**.

Functionally and administratively reporting to **Mr. Apoorv Vats- National Sales & Marketing Manager based at Hyderabad.**

Initial six months you will be on your probation period and after successfully completion of the probation period you will be kept as "On Roll" Employee of the company. Your performance will be reviewed monthly basis with your reporting managers and final review will be made after completion of six month. In case during the probation period your performance found unsatisfactory, your services may be terminated without giving any further notice and company will not be liable for any compensation,

Appointment letter will be issued after joining the duties and you have to abide the terms and conditions mentioned in the appointment letter.
The roles and responsibilities and other terms and conditions of your employment will be specified in your letter of appointment.
We welcome you to Signet Group and hope it would be the beginning of a long and mutually beneficial association.
You have to submit Photo copy of following Documents to complete joining formalities:

1. Aadhar Card
2. Pan Card
3. Driving License
4. All Educational Certificates as per your Resume
5. Relieving Letter of the previous company
6. Experience Certificate
7. 3 nos Latest Photographs

Kindly acknowledge the duplicate copy of this letter as an acceptance of the offer letter.

Yours truly
For **Signet Crop Sciences India Pvt. Ltd.**

Dr. Sudesh Kumar Sharma
Managing Director

SIGNET CROP SCIENCES INDIA PVT. LTD. Hyderabad

Prudent Globaltech Solutions Pvt. Ltd.
Gowra Fountain Head, 8thFloor, Suite #801, Survey No. 83(P), 84(P),
Patrika Nagar, Madhapur, Hyderabad - 500081, Telangana, India
+91 829 784 6789 hyd@prudentconsulting.com
GST: 36AAHCP7409C1ZI CIN: U72200TG2014PTC094784

Offer Letter

Name: **Ms.Basupally Rani Upagna Devi** **Date: June 8th, 2023**
Place: D/O B Dhanpal Reddy
1-5-1, Prashant Nagar Colony, Near Uppalamma Colony,
Alwal, Hyderabad, Telangana- 500010

Sub: Offer of Employment with Prudent Globaltech Solutions Pvt ltd.

Dear B.Rani Upagna Devi,

We are delighted to offer you employment on a full-time basis in the role of **Associate Recruiter- US IT.** It is for you to commence your employment with Prudent on or before **June 12th, 2023.**

Please read through this letter carefully and indicate your acceptance of the offer by signing and returning a copy of this letter.

1. Your Position:

You will be employed on the terms and conditions in this agreement, in the role of **Associate Recruiter- US IT.**

2. Location

You will be based at the address shown below, although we may direct you to work at different locations from time to time:

Prudent Globaltech Solutions Pvt. Ltd., Gowra Fountain Head, 8th Floor, Suite 801, Patrika Nagar, Survey No. 83(P), 84(P), Madhapur, Hyderabad 500081, Telangana IN.

3. Notice Period

Your employment is subject to the satisfactory completion of a probationary period of three (3) months.

The probationary period is designed to grant the Employer time to assess whether you can fulfill your role with the Employer. During the probationary period, your employment may be terminated by either you or the Employer upon providing 1- month written notice (or payment in lieu of that notice).

In case a Permanent Employee resigns without just cause, the employee shall provide the employer with advance notice of resignation and complete the knowledge transfer during the notice period of 3 months or compensate the Employer in lieu of notice equal to a period of 3 months.

4. Hours of Work

As a full-time employee you will be required to devote substantially the whole of your time and attention during the Employer's ordinary business hours to the performance of your duties under this agreement.

5. Salary and Benefits

(a) Your annual fixed CTC will be **INR 3,00,000 -** (**Rupees Three lakhs per annum**). This component is subject to incometax and other statutory deductions.

(b) Variables: - applicable for sales personnel only.

(c) The salary will be paid on the 5th day of the month in the following manner: deposited into nominated account.

(d) The above-mentioned salary is the total cost to the company and includes all payments made and benefits provided by the Employer directly or indirectly to or on your behalf, whether as salary or otherwise.

6. Leave

You will be entitled to annual and long service leave in accordance with the applicable laws and the leave policy of the company. Current entitlement per year would be 12 days Privileged Leave, 8 days Paid Holidays, 7 days Paternity leave, 12 weeks of Adoption Leave and Maternity Leave as per the Act.

7. Company Policies

You agree that the Employer's policies, as amended or replaced from time to time, shall be binding upon you but shall not form part of the employment contract.

8. Confidentiality and Intellectual Property

You agree that you will not divulge any of the confidential information or trade secrets of the Employer to any person, whether during or after the termination of your employment.

9. Probation

(a) During your employment, in probation period either party may terminate this agreement by providing written notice of 1-month (or payment in lieu of notice) to the other party.

(b) Notwithstanding sub-clause (a) above, the Employer may terminate this agreement by notice effective immediately without payment (except salary accrued to the date of termination) where you have committed an act of willful or serious misconduct, are significantly neglectful of your duties, or you are in breach of this agreement.

Prudent Globaltech Solutions Pvt. Ltd.
Gowra Fountain Head, 8thFloor, Suite #801, Survey No. 83(P), 84(P),
Patrika Nagar, Madhapur, Hyderabad - 500081, Telangana, India
+91 829 784 6789 hyd@prudentconsulting.com
GST: 36AAHCP7409C1ZI CIN: U72200TG2014PTC094784

10. Acceptance

This Letter of Offer contains the proposed Terms and Conditions of your employment with the Employer and is subject to the preparation and execution of a formal Contract of Employment/Appointment Letter, which will be issued on joining date.

Joining formalities and induction will be carried out in our **Hyderabad Office.**

Please submit the following documents to HR at the time of your joining:

- Your all-previous offer letter and exp. Letter
- Current company offer letter and Employment Agreement
- Last 6 months of pay slips.
- Bank Statement (6 months)
- Form 16 of last year and 26AS
- Certifications (If Any Please submit a copy or Link)
- Aadhar Card (Full Name, Father's Name/Husband Name and DOB (DD/MM/YYYY Must)
- PAN Card (Full Name, Father's Name/Husband Name and DOB (DD/MM/YYYY Must)
- Educational documents (10, Interclass or Plus 2, Degree (10+2+3 or 10+2+4), Master's If any)
- Passport size Photograph (latest One – Not less than 15 days old – Soft Copy Needed)
- Valid Indian Passport

We look forward to welcoming you aboard and welcome to Prudent.

for Prudent Globaltech Solutions Private Limited,



Ramadevi Gudivada
HR Operations

Prudent Globaltech Solutions Pvt. Ltd.
Gowra Fountain Head, 8thFloor, Suite #801, Survey No. 83(P), 84(P),
Patrika Nagar, Madhapur, Hyderabad - 500081, Telangana, India
+91 829 784 6789 hyd@prudentconsulting.com
GST: 36AAHCP7409C1ZI CIN: U72200TG2014PTC094784

ANNEXURE – 1

Name of Employee **BasupallyRani Upagna Devi**
Total CTC p.a. **INR 3,00,000**
DOJ **June 12th, 2023**
Designation **Associate Recruiter- US IT.**

CONTRIBUTIONS	MONTHLY	ANNUALLY
Basic	10,000	1,20,000
HRA	4,000	48,000
Conveyance Allowance	1,600	19,200
Travel Reimbursement (LTA)	2,000	24,000
Special Allowance	7,400	88,800
Fixed CTC	**25,000**	**3,00,000**
PF Employee	1,200	14,400
PF - Employer	1,200	14,400
Employee Gratuity contribution	481	5,772
Medical Insurance	616	7,393
DEDUCTIONS	**3,497**	**41,965**
NET PAY	**21,503**	**2,58,035**

NOTE:
*Net Pay above does not include Taxes or Other deductions (if any).
** Medical insurance premium amount may vary depending on the employee age, any previous disease, or changes in terms of insurance company policies.

for Prudent Globaltech Solutions Private Limited,



Ramadevi Gudivada
HR Operations

Employment offer letter

Thursday, 4th May 2023

Plantix Agritech India Private Limited

Phone: +91 9630009201 | CIN: U72900MP2018FTC045678

Registered Office
101, A UG-3 Radhakrishna Complex,
10/1 Manoramaganj, Geeta Bhawan Square,
A.B Road, Indore (M.P)–452001, India

Global Headquarters
PEAT GmbH,
Kastanienallee 4, 10435
Berlin, Germany

India Headquarters
2nd floor, Sky Space,
PU-4,
Scheme no. 54, Vijaynagar
Indore, 452011, MP

Please sign all pages

To

Battina Akhila

D no 70-11-50, Srinivas nagar, Patamata, Vijayawada-520007

INDIA- Andhra Pradesh,

Email: akhilabathini1000@gmail.com

Ph No: 9963785544

Dear **Battina Akhila,**

Sub: Offer to join us as "District Sales Officer"

In continuation with the interactions you had with us we are extremely happy to offer you a permanent position with us as **"District Sales Officer"** reporting to "**Nelluri Gopichand",** effective from the **17th May 2023.** Base Location: **"Hyderabad".**

We are committed to giving you a truly unique and rewarding professional developmental experience, as we aspire to grow this company into an innovative enterprise that conceptualizes and commercializes revolutionary products. In return, as a key stakeholder in our company, we expect you to adhere to the highest standard of professional ethics and offer your highest commitment and intellect in your everyday professional life.

The details of your role and the employment package are elaborated in this letter. You are encouraged to share this letter to members of your family and close associates so that they get a flavor of the culture of our Company and our outlook towards our colleagues. We believe this decision is going to be a positive game changer in your career, so enjoy good time reading through.

your compensation & benefits

The role gives you an annual package of Rs. **2,75,000/-** per annum.

Fixed annual pay of **Rs. 2,75,000/-**

This will be prorated for the number of days worked and payable around the 1st of the succeeding month. Your pay breakup shall be as tabled below, and the net pay is subject to prevailing tax laws and indicative only.

Component	Yearly	Monthly
Basic	137,500	11,458
HRA	55,000	4,583
Conveyance	19,200	1,600
Children Education Allowance	2,400	200
Medical Allowance	15,000	1,250
Statutory Bonus	0	0
Special Allowance	45,900	3,825
CTC (A)	**275,000**	**22,917**
Statutory / Tax Saving Benefits (B)		
Employee Provident Fund	21,600	1,800
Employer Provident Fund	21,600	1,800
Statutory Deductions (C)		
Professional Tax	2,500	208
Net Pay (A-B) Before Income Tax deduction	**229,300**	**19,109**

Stock Options :

At Plantix, we strive to reward high performers by making them part of the company ESOP program. Currently, **Not Awarded** as part of this employment however we will evaluate this in the coming months /years based on the impact you make in the role. Hence, we wish you good luck!

Medical Insurance :

You will also be entitled for a comprehensive group medical insurance with a floater sum insured of INR 4 lakhs for self, spouse and up to 2 children. The Cost for the same will be borne by the company. You will also be covered under the ICICI Lombard Accidental Policy of INR 10 Lac.

Investments & Tax Impact :

You will be responsible for declaring your investments on our Zoho portal and submitting sufficient proofs of the same to positively impact your tax deductions. HR will notify this through the portal and/or email from time to time during your journey.
It will be your sole responsibility to file your tax returns and we shall issue TDS certificates for the same.

Official Travel : Needless to say, all business expenses made for travel to clients, meetings, conferences outside your base location (unless otherwise stated), other than travel to office shall be reimbursed as per Company Travel and Expense Policy.

Chilling away from work

Plantix is a people first company and believes in offering a high level of work-life balance for our colleagues to build a great company. We generously help you rejuvenate, refreshen your minds periodically to stay creative & enthusiastic on a consistent basis. You will be entitled to **28 Annual Leaves** (prorated) in a financial year with full pay. A detailed leave policy document will be shared upon your joining.

your role

Roles & Responsibilities

- Calling to the agri retailers, onboarding registrations, activating them, resolving their problems etc. for the order process.
- Responsible for B2B sales inquiries and B2B sales orders.
- Ensure to grow retailers business and payment collection effectively
- Educate Agri Retailers about our products, process, service and onboard them.
- Brief the retailers about the prospects and share all the required information about various agro chemical products and maximize sales through calling.
- Respond to customer concerns or questions.
- Meet the sales target to ensure optimal productivity and efficiency.

your journey evaluation

You will go through consistent appraisals, the first of which would be carried out close to your completing **6 months** in the company as a probation completion. The appraisals are on an annual basis that will include discussions including revision of designation, role, location and compensation (where applicable).

These appraisals will be structured roughly along the core elements

- Targeted Revenue
- Query Resolution Rate
- Tools & Compliance
- Calls Quality & Volumes

company policies and values

- This arrangement of employment will have a probationary period of **6 months** and after successful completion of the said period, your employment will get confirmed with us
- In case of a normal separation from the company, it would be a mutual **15 days** of notice period during probation and **30 days** after probation, respectively. The same can be reduced or extended depending on the criticality of the role in the business which may be mutually agreed by both employee and employer, making a payment in lieu of notice.

- We do not expect you to be micromanaged. The company places utmost trust in you and hence will not monitor your day-to-day activities.
- Our company will treat members as colleagues and not as resources (in fact we would minimize the use of the term employees)
- Our company will endeavor to not work on weekends. However, based on the criticality of your role, you may be requested to accommodate working on saturdays based on your manager's need for crucial work
- A typical working week is expected to have 45 working hours (including lunch and breaks). All of us start daily work anytime before 10.30 AM with a minimum 8 hrs each day, as long as that flexibility does not impinge on any other calendar commitments of any colleague within the company.
- Our company encourages you to lead a balanced life and encourages you to undertake at least one sporting / fitness-related / cultural activity. Our company is in favor of an efficient, waste free work life rounded off with a personal life as opposed to long, tiring, inefficient hours in the workplace.
- Our company will provide you with the best information technology infrastructure to enable effectiveness at the workplace.
- In addition to the above, carefully read through the detailed terms and conditions that will be shared along with this letter.

offer validity

This offer is subject to acceptance of joining full-time from **17th May 2023.** Hence, you are requested to confirm your acceptance by e-signing and sending us a copy of this letter on or before **6th May 2023.**

We do hope you would accept this offer and be amidst us very soon. If you have any questions on your role or on any other aspect of this offer, please contact the HR team.

Yours truly,



Sainath Sreenivasan

Vice President - People & Culture

Battina Akhila

District Sales Officer

Altruist Technologies Pvt. Ltd
HGS chambers, Behind RNS MOTORS, opp Narayan
E-tech school,
Garvebhavipalya busstop, Hosur Rd, Bengaluru,
Karnataka

Date: 04 Sep 2023

Letter Of Intent

Dear Bommireddy Sirisha
As per your Request / Application we are pleased to offer you a position of Business Associate, Operations at our Altruist Technologies Pvt. Ltd HGS chambers, Behind RNS MOTORS, opp Narayan E-tech school, Garvebhavipalya busstop, Hosur Rd, Bengaluru, Karnataka office.

This training position is for a term beginning 05 Sep 2023 (Airtel_Bangalore ATP_Titanium_Fixed Line) subject to the condition that if the process for any reason is dissolved/transferred/terminated, your association will be restricted to that period.

You will be eligible for a stipend of Rs. 400/- Per Day (Excluding weekly offs, leaves & holidays) for your initial process training. The payout eligibility is subject to successful process training accreditation.

Post successful completion of null months on the Job training you will be offered a full time Business Associate role at a CTC of Rs.17880/- , and an appointment letter will be issued to you.

By accepting this offer you agree that you:
Intend to successfully complete the training program and stay in the position for a period of time equal to, or greater than the length of the training program;Understand that lack of success at any stage of the training program, or lack of acceptance into a required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not beeligible for any compensation pay out (stipend/salary); andWill take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolveproblems with your Trainer/ Supervisor as they arise
Please bring the following to the start of your session as informed by the Human Resource Department:
1. Birth certificate / Leaving Certificate.
2. Matriculation certificate / graduation certificate.
3. Residential proof (Aadhar Card/ Voter ID card, Rent/Lease deed etc.).
4. Experience Letter.
5. 6 Passport size photograph.
Also, a list of additional documents related to your employment will be shared/mailed to you. Please ensure to bring the documents as requested at the start of the session, failing which you may not be eligible to attend the trainingprogramme.

Please indicate your acceptance by signing a copy of this letter.

Sincerely,



Authorized Signatory

I accept the offer on the terms and conditions outlined.

Date: 05 Sep 2023

Signature

Altruist Technologies Pvt. Ltd
HGS chambers, Behind RNS MOTORS, opp Narayan
E-tech school,
Garvebhavipalya busstop, Hosur Rd, Bengaluru,
Karnataka

UNDERTAKING for WFH Infrastructure

1. I will consistently meet all of my performance targets and deliverables, as required by the Company, the Client or my Supervisor, Manager or Team Leader.
2. I will strictly follow my normal/regular work schedule while working from home. For this purpose, I shall inform my Supervisor, Team Leader or Manager of the commencement as well as the end of my shift every day. Any exception or deviation from this may only be made with the prior written conformity of Human Resources (HR).
3. I will personally report to the Company whenever my presence/attendance is necessary or required therein.
4. I understand that while working remotely that I am responsible for maintaining a safe working environment and will immediately report any work-related injury that I may suffer during the course of my work day.
5. I will use my personal or company provided laptops or desktops only with a secure, fast and reliable Internet connection.
6. I will not use public or common Wi-Fi networks for any work-related communication or email.
7. I will only use a licensed Operating System (OS) and latest AV for my work laptop or desktop, the amount of which, if any, shall be solely borne by me.
8. I will keep my work laptop or desktop updated with the latest Antivirus and Patches.
9. I will observe strict confidentiality over all work-related communication and information I process or receive while working from home.
10. I will use Company webmail only for official work-related communication and never for my personal use.
11. I will not circulate any personal, spam or chain mails using my official mail ID or the Company webmail.
12. I will not copy or retain any client or company data in any local or personal storage devices such as, but not limited to, USB, Personal Hard disk, compact-disk, memory card.
13. I will not browse suspicious websites or click on suspicious links / mail attachments which may lead to loss, modification or corruption of the data in the laptop or desktop I am using for work.
14. I will immediately delete any company or client data which I have obtained in connection with or in furtherance of my work once the purpose thereof has been completed.
15. I will ensure that my work laptop or desktop is locked when not in use and is always kept in a secured area.
16. I will only access company or Client data from a secured work place and not in a public area.
17. I will not divulge, share, print, reproduce or send to unauthorized persons any Company, Client or work-related communication or information which I may have had access to or obtained while working from home. I will hold such information under the strictest confidence. Should any such confidential information be divulged to unauthorized persons, whether directly or indirectly, intentional or by negligence, I shall immediately inform the Company of the same.

Altruist Technologies Pvt. Ltd
HGS chambers, Behind RNS MOTORS, opp Narayan
E-tech school,
Garvebhavipalya busstop, Hosur Rd, Bengaluru,
Karnataka

18. I will continuously and faithfully abide by company's Acceptable Usage Policy, Data Protection and Privacy Policies, Code of Conduct and such other Rules, Regulations and Policies which the Company may issue from time to time.
19. I understand that any breach of this Undertaking, the terms and conditions of my "Work From Home" arrangement, my Employment Contract, the Company's Code of Conduct, and all other Company Policies, Rules and Regulations shall be a ground for the termination of this "Work From Home" arrangement, without prejudice to such disciplinary action/s which the Company may impose upon me.
20. I will hold the Company free and harmless from any and all liabilities, damages and causes of action which may arise from a breach of this Undertaking or from my unsafe, irresponsible, illegal, unauthorized or unsecure use of Company webmail or work-related information.
21. I understand and specifically acknowledge that all relevant work related policies and instructions of the Company will be applicable to me while working from home, with necessary changes / modifications to them, and I will strictly abide by them throughout this period.
22. In case I am required to use personal device for work purposes, I will nonetheless follow all the points given in this undertaking.
23. I also acknowledge that I will take due care of the technology hardware provided to me such as laptop/ desktop/Wi-Fi dongles/data card. Any damage or loss of these hardware provided to me, till I return back in the condition I received, will charged back to me, as per my earlier signed undertaking.
24. I acknowledge that I have read and fully understood the contents as well as effects of this Undertaking.

Signature of the Trainee

Name: Bommireddy Sirisha

Date: 05 Sep 2023

Altruist Technologies Pvt. Ltd
HGS chambers, Behind RNS MOTORS, opp Narayan
E-tech school,
Garvebhavipalya busstop, Hosur Rd, Bengaluru,
Karnataka

Undertaking by Trainee for Pre - Job Training

I hereby agree to attend and undergo a Pre - Job Training as per your letter of intent dated05 Sep 2023with Altruist Technologies Private Limited for my grooming my skill and competency enhancement for a period of 3 months which I understand that it being a necessary requirement prior to become an employee of the company. I very well understand and also undertake to attend the training for 6 days a week for 9 hours every day.

I have also been explained that the Company will designate a “Trainer” to train, mentor and monitor my performance on Training. The Trainer shall be the primary point of contact for me.

I will observe and practice complete discipline , sincerity , dedication , honesty and faithfulness during training period and management shall have liberty to end up my training if I am found unsuitable for any reason whatsoever ormisconduct myself or could not learn during training as per the satisfaction of the trainer.

Signature of the Trainee

Name: Bommireddy Sirisha

Date: 05 Sep 2023

Altruist Technologies Pvt. Ltd
HGS chambers, Behind RNS MOTORS, opp Narayan
E-tech school,
Garvebhavipalya busstop, Hosur Rd, Bengaluru,
Karnataka

NEW HIRE UNDERTAKING

1. 24x7 Flexibility: I am aware that Altruist Technologies Private Limited. operates in a 24x7/365 environment. I am expected to be flexible and open to any shift timings as decided by the organization. I have not been committed any specific shift hours/timings by the organization.
2. Internal Transfers: I understand that based on business requirements or other reasons, I may be re-aligned/transferred to a different process or department than the one committed during the interview, wherein my salary may undergo a review/change (increase or decrease).
3. Leaves During Training Period: I understand that I will be expected to go through training for a continuous period of days (as per the process's requirements) after joining the company.
The company expects me to be present throughout the training period. I understand that no leaves would be granted to me during the training period.
My services may be discontinued without any notice in case of un-authorized absence due to any reason.
All absence during training will be treated as Leave Without Pay (LWP).
4. Reference Check: My appointment is subject to a positive reference check and in case found contrary, the company reserves the right to review my employment in the organization.
5. Medical Fitness: I hereby confirm my understanding of the job role being offered at Altruist Technologies Private Limited. and am medically fit to comfortably deliver on the said role.
6. Transport: No transport is provided during regular working hours. In case of business requirements; you will be provided with one sided pick-up or drop (Between 11 PM to 5 AM>)based on companies discretion.
7. Training Period: The training period differs from process to process; I will be intimated about the number of days of training from my trainer on day 1 of my joining the organization.
8. Discipline & Code of Conduct: I will be given a formal induction on the date of joining the organization, educated about the policies and procedures that are followed in the organization. Any misconduct or instance proving non-adherence, against the conduct of the organization will be dealt with strictly by the organization.
9. Joining Documents: I have been informed about the documents I am required to submit on day 1 of my joining the organization. Any delay beyond the third (3rd) day of my joining will result in formal warnings/termination or non-disbursement of my salary.
10. Integrity In The Workplace: I will not, directly or indirectly, be party to any form of fraud, integrity or malpractice within the company and/or my process, that will bring about disrepute to my organization, my team and/or my client(s). Some examples of process fraud/malpractice in the workplace are call voidance towards a customer, call disconnections, wrong and deliberate activations/de-activation of packs etc., all of which will lead me to be dealt with the strictest form of disciplinary step, by the organization, including termination.

Signature of the Trainee

Name:	Bommireddy Sirisha
Date:	05 Sep 2023

Altruist Technologies Pvt. Ltd
HGS chambers, Behind RNS MOTORS, opp Narayan
E-tech school,
Garvebhavipalya busstop, Hosur Rd, Bengaluru,
Karnataka

11. Notice Period: I understand that in n case of resignation/separation, I need to give a prior notice to the organization. In case of my tenure with the organization is less than or equal to 6 months than I need to give a prior notice of 15 Days and 30 days in case of my Tenure with organization is greater than 6 months. Also, Altruist shall have the right to terminate this appointment in the event that the business process in which you are associated is terminated by the Client. Should the business ramp down by client without notice or less than one month notice, the ramp down notice period that the client announces, will be the notice period for the employee.
12. Absconding Process: Absence for a continuous period of Three days without prior approval of your superior, (including overstay of leave / training), would be treated as abandonment of service.
13. Incentive Payout: Any Incentives paid by the client will be released once it is received by Altruist. This is a voluntary scheme offered by the Client, which is subject to change including withdrawal at any time without any notice. If 15th of the month is a holiday/leave/WOFF then the amount may be credited on next working day based on the respective approvals received.
14. "I acknowledge that I will be liable for strict action even up-to separation should I be party to, or responsible for, the creation or distribution over social media of any digital content - soft media or written - that damages the reputation or credibility of either Altruist or its Client organizations in any way."

Signature of the Trainee

Name:	Bommireddy Sirisha
Date:	05 Sep 2023

Altruist Technologies Pvt. Ltd
HGS chambers, Behind RNS MOTORS, opp Narayan
E-tech school,
Garvebhavipalya busstop, Hosur Rd, Bengaluru,
Karnataka

ALTRUIST TECHNOLOGIES PRIVATE LIMITED- THIRD PARTY DOWNLOAD POLICY

Purpose

This downloads and executables policy of Altruist Technologies Private Limited and associate companies has been established to set guidelines in an effort to clarify the type and nature of files that employees are allowed to download form third-party sources into their local computers, although it would be impossible to name every executable or download file in this policy.

Scope

This policy is applicable to all the users of Altruist Technologies Private Limited and associate companies. Users should adhere to these broad guidelines:-
A. The download is from a reputable source.
B. The file does not subject the company in potential liability.
C. The application, tool, or template has been approved by IT Department.

Policy Guidelines

The following is a list of files that employees can download into their local machine.
1. Skype- Since the company has a set 1M Policy, Skype is the approved instant Messaging/Voice Communication application. As with all 1M application, users are encouraged to keep personal messaging/communication within reasonable levels.
2. WinZip - Employees who e-mail large files to clients and vendors are encouraged to use WinZip, a compression utility. Ask IT department if you do not have this installed on your Computer.
3. Ad-ware- As employees may unwittingly download ‘adware’ into their local machines, applications such as Ad-ware and Spy hot, which scans a user’s system for ‘adware’ are allowed. Please note that some useful proprietary applications on the company network are seen as adware by this and other similar applications. Contact the IT department if you have questions about this kind of application.
4. Adobe Acrobat Reader- Download of this free Reader is permitted for viewing files received in PDF format.
5. E-Book applications- This includes Microsoft Reader, Palm Reader, and other third-party applications that allow users to download work related texts onto their local machines.

Prohibited downloads

The following downloads are not allowed on company computer resources unless approved by IT Department,
1. Instant Messenger- It is prohibited to use any other application other than Skype. 1M applications such as MSN Messenger, Yahoo! Messenger, Rediff mail Messengers, AOL. Etc. are not allowed.
2. Online Music and Games- Since games and music provide no benefit to our organisation and have a tendency to affect productivity, they are not allowed on company machines. Team members are not allowed to use any web based applications/tools to listen to music and view streaming media on their work station.
3. Peer to peer file sharing- Peer to peer file sharing applications have come under scrutiny in recent years for their ability to allow users to share copyrighted material and for the network resources that they consume. Hence all peer-in-peer file sharing applications are not permitted. These could include ones such as Kazaa, iMesh, Morpheus, WinMX, LimeWire, Grosster, BearShare.
4. Personal Firewalls- While security is an issue that every employee can help manage; IT department does not allow the use of personal firewalls such as Zone Alarm or others on our computers.
5. Third party screen saver or wallpaper- It is possible that some of our team members might use Screen Savers or Wall Papers that might be deemed offensive. Employees will use the default screen savers and default Windows Wallpapers available on their computers.

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E-tech school,
Garvebhavipalya busstop, Hosur Rd, Bengaluru,
Karnataka

Exceptions
Exceptions as allowed by Director.
Authority
The issuing authority is Head-IT

ALTRUIST TECHNOLOGIES PRIVATE LIMITED- EMPLOYEE ELECTRONIC MAIL (EMAIL) AND MESSAGING USE

Abstract- The purpose of this policy is to ensure proper and efficient use of the Altruist Technologies Private Limited mail and messaging systems by the employees including those of associate companies, with the rapidly changing nature of electronic media, anti the “netiquette “which is developing among users of external on-line services and the Internet, this policy cannot lay down rules to cover every possible situation. Instead, it expresses the company’s Philosophy and sets forth general principles to be applied to use of electronic Mail and messaging services.

Definition - Electronic Mail (E-mail) is any electronic communication between 2 or more individuals and may contain any form or combination of text, audio, video, drawings or photographic representation.

Policy

A. Electronic Mail is a tool for business communication. Users have the responsibility to use this resource in an efficient, effective, ethical, and last full manner, email communications must comply with all applicable laws, regulations and generally accepted business etiquette.
B. The primary purpose of electronic Mail is to conduct official business. Employees may occasionally use electronic Mail for individual common non political purposes on their personal time, if such use does not violate the terms and conditions of this policy or interfere with the company’s business.
C. All email account maintained on the email systems are the see property of the company. Altruist Technologies Private Limited has the right to monitor any employee’s E-mail account. Any unauthorized or inappropriate use discovered during such monitoring activities shall be formerly reported to the management for determination of appropriate action.
D. Users should not expect their email communications, documents, or other information to be private and should not use the email system for matter that are not intended for public disclosure. Coincidental matters, permitted by laws should be so marked and include a warning regarding accidental transmission to a third party.
E. Sending data via email is the same as sending correspondence on official memo of letterhead.
F. Use of the email system as described below is strictly prohibited. Users who received such information should not forward or respond to it, but should immediately report its receipt to their supervisor for proper disposition.

1. Knowingly or intentionally creating, publishing, transmitting, and/or exchanging messages that are inappropriate, offensive, harassing, obscene or threatening.
2. Creating or distributing email containing defamatory, false, in accurate, abusive, threatening, racially offensive or otherwise biased, discriminatory or illegal material.
3. Viewing or distributing obscene, pornographic, profane or sexual harassment.
4. Violating laws, rules and regulations prohibiting sexual harassment.
5. Encouraging the use of controlled substances for criminal or illegal purposes.
6. Engaging in any activities for personal gain.
7. Distributing copyrighted information without permission.
8. Violating or in fringing up on the right of others.
9. Conducting any non Department supported fundraising or public relation activity.
10. Exchanging proprietary information, trade secrets, or any other privilege to, confidential or sensitive information that is not authorised.

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11C. Creating or exchanging solicitations, chain letters, and other unsolicited Email.
12. Registering to non business related list servers without proper authorisation. Subscription to search a service can result in an overload of received messages directly impacting the performance of state email systems.
13. Engaging in any political activity prohibited by law.
14. Using the system for any illegal purpose.

15. I have understood that PF and ESIC will be deducted from my salary and I am entitled for ESIC benefits after 6 months as per the ESIC act.
G. Users may not knowingly or wilfully create or propagate any virus, warm Trojan horse, or other destructive program code.
H. Each user account depending on nature of function will have quote on the mailbox size. Exceeding the quota will calls bouncing of individual Mail. Managing mailbox size is individual responsibility and the company is not responsible for anymails bouncing because of over size of mailbox. Regular archiving of required data is suggested and is individual responsibility.
I. Violation of this policy may result in disciplinary or legal action.

Responsibility- Employees using the email system are deemed to have accepted the responsibilities and obligations imposed by state, and local laws and regulation as well as the companies adopted policies, procedures, standards, andguidelines.

D. User should not pursue, obtain, exchange or distribute any unauthorised information that could cause congestion or disruption to email system such as screen savers, audio, or video clips, in violation of any licensing agreement.
E. User shall not access another email system without authorisation from that user or that user supervisor. Users must not compromised the privacy of their password by giving it to others or exposing it to public view password should be changed ona regular basis. If a user discloses his / her password to someone else knowingly or unknowingly, then he / she will continue to be responsible for all objectionable actions happening on usage of the same.
F. User should schedule, wherever possible, communication in tenses operative operations such as large file transfers, video download, mass emailing, and the like for off peak usage times. I have read and understood the terms and conditionsmentioned above and agree to abide by the same.

Signature of the Trainee

Name: Bommireddy Sirisha

Date: 05 Sep 2023

AGREEMENT

Altruist Technologies Pvt. Ltd
HGS chambers, Behind RNS MOTORS, opp Narayan
E-tech school,
Garvebhavipalya busstop, Hosur Rd, Bengaluru,
Karnataka

This agreement made at on 05 Sep 2023 by Mr/Ms Bommireddy Sirisha Resident of Ayappa nagar, Kr puram, bangalore Hereinafter referred to as 'Service Provider' (which Expression shall, unless it be repugnant to the context or meaning thereof, B deemed to mean and include his / her agents and representatives), In favour of Altruist Technologies Private Limited a company registered under the Companies Act ,1955 having its registered office at first floor, 122, Jaina tower 1, district centre Janak puri, New Delhi- 110058.(hereinafter referred to as 'the Company')

WHEREAS pursuant to the arrangement between the company and the service provider in any NORM including employment in the company or any of its associate companies, confidential information as defined below or the company may become available to the service provider.

AND WHEREAS the company desire's to prevent the unauthorised use of disclosure of such confidential information.

NO, therefore in consideration of these premises, and for other good and valuable considerations, the parties agree as follows, receipt of which is here by acknowledged:-

1. Confidential information: for the purposes of these agreement, confidential information shall mean all proprietary material exchange including but not limited to return and electronic media or verbal disclosure of information by the company, strategic and development plans, financial condition , business plans, CO- developer identities, business data, business records, customer list, project reports, market report, service provider lists, business manuals, policies and procedures, information relating to processed, technology or theories and or other information which may be disclosed by the company and other information to which the service provider may be provided access by the company or its client, or others in accordance with this agreement or which is generated as a result of or in connection with the employment of the service provider , which is generally not made available to the public.
2. Non-disclosure obligation: The service provider promises and agrees to fold the confidential information in confidence. Without limiting the generality of the foregoing , the service provider further promises and agrees to protect and save guard the confidential information against unauthorised use, publication or disclosure, not to use it except for the purpose of his / her employment, not to in anyway directly or indirectly Reveal, report, disclose, publish or transfer , or in anyway use the information except as specifically authorised by the company in accordance with this agreement not to use it to unfairly compete or obtain unfair advantages vis a vis the company in any commercial activity which may be comparable to the commercial activity contemplated by the company, and to comply with any other reasonable security measures requested in writing by the company.
3. Return of confidential information: the service provider agrees on termination or cessation of higher employment for any reason whatsoever, or upon the written Request of the company, whichever is earlier, to promptly deliver to the company, all records, notes and other written, printed or tangible materials in the possession of the service provider, embodying or pertaining to the confidential information.

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4. No right to confidential information: service provider hereby agrees and acknowledges that no license, either express or implied, is hereby granted to the service provider by the company to use any entire confidential information. Service provider further agrees That all inventions, improvements, copyrightable works and designs relating to products, procedures, methods or compositions of company directly resulting from or relating to the confidential information and the right to market to use, license and franchise the confidential information or the ideas, concepts, methods or practices embodied there in shall be the exclusive property of the company and service provider has no right or title thereto.
5. Losses: service provider further agrees to indemnify The Company against any and all losses, damages, expenses and claims incurred or suffered by the company as a result of the service provider breach of this agreement.
6. No conflicting obligation: the service provider represent that he / she has not entered into and will not enter into, any agreement either written or oral in conflict herewith, this includes confidential agreement and related intellectual property from previous employer.
7. Governing law: all disputes arising out of or in connection with this agreement shall be subject to the exclusive jurisdiction of the courts of New Delhi and shall be governed by Indian law, including information technology act.
8. Entire agreement: this agreement consulate's the whole understanding by the parties about the subject matter and may not be amended or modified except in writing signed by each of the parties of this agreement.

Signed on the date and place as mentioned hereinabove

Signature of the Trainee

Name:	Bommireddy Sirisha
Date:	05 Sep 2023

Employment offer letter

Monday, 20th March 2023

Plantix Agritech India Private Limited

Phone: +91 9630009201 | CIN: U72900MP2018FTC045678

Registered Office
101, A UG-3 Radhakrishna Complex,
10/1 Manoramaganj, Geeta Bhawan Square,
A.B Road, Indore (M.P)–452001, India

Global Headquarters
PEAT GmbH,
Kastanienallee 4, 10435
Berlin, Germany

India Headquarters
2nd floor, Sky Space,
PU-4,
Scheme no. 54, Vijaynagar
Indore, 452011, MP

Please sign all pages

To

Chimarla Shireesha

House no.1-19-164/9/1,Sai Nagar colony, venkatapuram, Secunderabad -500015

INDIA-Telangana

Email: siri26174@gmail.com

Ph No: 9908306827

Dear **Chimarla Shireesha,**

Sub: Offer to join us as "Customer Care Associate"

In continuation with the interactions you had with us we are extremely happy to offer you a permanent position with us as **"Customer Care Associate"** reporting to "**Nelluri Gopichand",** effective from the **17th May 2023.** Base Location: **"Hyderabad".**

We are committed to giving you a truly unique and rewarding professional developmental experience, as we aspire to grow this company into an innovative enterprise that conceptualizes and commercializes revolutionary products. In return, as a key stakeholder in our company, we expect you to adhere to the highest standard of professional ethics and offer your highest commitment and intellect in your everyday professional life.

The details of your role and the employment package are elaborated in this letter. You are encouraged to share this letter to members of your family and close associates so that they get a flavor of the culture of our Company and our outlook towards our colleagues. We believe this decision is going to be a positive game changer in your career, so enjoy good time reading through.

your compensation & benefits

The role gives you an annual package of Rs. **2,16,000/-** per annum.

Fixed annual pay of **Rs. 2,16,000/-**

This will be prorated for the number of days worked and payable around the 1st of the succeeding month. Your pay breakup shall be as tabled below, and the net pay is subject to prevailing tax laws and indicative only.

Component	Yearly	Monthly
Basic	1,08,000	9,000
HRA	27,000	2,250
Medical Allowance	14,400	1,200
Conveyance	9,600	800
Spl Allowance	50,196	4,183
Gross Salary	**2,09,196**	**17,433**
ESIC	6,804	567
CTC	**2,16,000**	**18,000**
Deductions		
ESIC	1572	131
Net Pay	**2,14,428**	**17,302**

Stock Options :

At Plantix, we strive to reward high performers by making them part of the company ESOP program. Currently, **Not Awarded** as part of this employment however we will evaluate this in the coming months /years based on the impact you make in the role. Hence, we wish you good luck!

Medical Insurance :

You will also be entitled for a comprehensive group medical insurance with a floater sum insured of INR 4 lakhs for self, spouse and up to 2 children. The Cost for the same will be borne by the company. You will also be covered under the ICICI Lombard Accidental Policy of INR 10 Lac.

Investments & Tax Impact :

You will be responsible for declaring your investments on our Zoho portal and submitting sufficient proofs of the same to positively impact your tax deductions. HR will notify this through the portal and/or email from time to time during your journey.
It will be your sole responsibility to file your tax returns and we shall issue TDS certificates for the same.

Official Travel : Needless to say, all business expenses made for travel to clients, meetings, conferences outside your base location (unless otherwise stated), other than travel to office shall be reimbursed as per Company Travel and Expense Policy.

Chilling away from work

Plantix is a people first company and believes in offering a high level of work-life balance for our colleagues to build a great company. We generously help you rejuvenate, refreshen your minds periodically to stay creative & enthusiastic on a consistent basis. You will be entitled to **28 Annual Leaves** (prorated) in a financial year with full pay. A detailed leave policy document will be shared upon your joining.

your role

Roles & Responsibilities

- Calling to the agri retailers, onboarding registrations, activating them, resolving their problems etc. for the order process.
- Responsible for B2B sales inquiries and B2B sales orders.
- Ensure to grow retailers business and payment collection effectively
- Educate Agri Retailers about our products, process, service and onboard them.

- Brief the retailers about the prospects and share all the required information about various agro chemical products and maximize sales through calling.
- Respond to customer concerns or questions.
- Meet the sales target to ensure optimal productivity and efficiency.

your journey evaluation

You will go through consistent appraisals, the first of which would be carried out close to your completing **6 months** in the company as a probation completion. The appraisals are on an annual basis that will include discussions including revision of designation, role, location and compensation (where applicable).

These appraisals will be structured roughly along the core elements

- Targeted Revenue
- Query Resolution Rate
- Tools & Compliance
- Calls Quality & Volumes

company policies and values

- This arrangement of employment will have a probationary period of **6 months** and after successful completion of the said period, your employment will get confirmed with us
- In case of a normal separation from the company, it would be a mutual **15 days** of notice period during probation and **30 days** after probation, respectively. The same can be reduced or extended depending on the criticality of the role in the business which may be mutually agreed by both employee and employer, making a payment in lieu of notice.
- We do not expect you to be micromanaged. The company places utmost trust in you and hence will not monitor your day-to-day activities.
- Our company will treat members as colleagues and not as resources (in fact we would minimize the use of the term employees)
- Our company will endeavor to not work on weekends. However, based on the criticality of your role, you may be requested to accommodate working on saturdays based on your manager's need for crucial work
- A typical working week is expected to have 45 working hours (including lunch and breaks). All of us start daily work anytime before 10.30 AM with a minimum 8 hrs each day, as long as that flexibility does not impinge on any other calendar commitments of any colleague within the company.

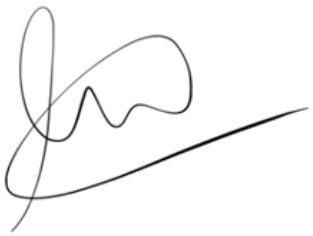
- Our company encourages you to lead a balanced life and encourages you to undertake at least one sporting / fitness-related / cultural activity. Our company is in favor of an efficient, waste free work life rounded off with a personal life as opposed to long, tiring, inefficient hours in the workplace.
- Our company will provide you with the best information technology infrastructure to enable effectiveness at the workplace.
- In addition to the above, carefully read through the detailed terms and conditions that will be shared along with this letter.

offer validity

This offer is subject to acceptance of joining full-time from **17th May 2023.** Hence, you are requested to confirm your acceptance by e-signing and sending us a copy of this letter on or before **22nd March 2023.**

We do hope you would accept this offer and be amidst us very soon. If you have any questions on your role or on any other aspect of this offer, please contact the HR team.

Yours truly,



Sainath Sreenivasan

Vice President - People & Culture

Chimarla Shireesha

Customer Care Associate

Letter of Employment

BTM VENTURES PRIVATE LIMITED HD-062, SY-11,KRISHE EMERALD, SERLINGAMPALLY MANDAL, KONDAPUR, HYDERABAD, RANGAREDDY, TELANGANA, 500081
GST No: 36AALCB0248H1ZR

Date: 14/10/2023
Name: **LAXMI PRASANNA**
Location: Hyderabad

Dear **PRASANNA**,

Based on our interactions with you, we are pleased to offer you the position of **Founders Office Manager** as a part of Core Team at Corporate Office **BTM Ventures.PVT.LTD** (the "Company"). This letter of offer (the "Offer Letter") sets out the key terms and conditions of your employment with the Company.

A. Offer Acceptance, Reporting & Joining date: Upon your acceptance of the terms of this Offer Letter, the effective date of your joining will be 16th October 2023. Upon joining, you shall be initially reporting to the Miss. Trisha or any other designated Reporting Manager as may be decided by the Company from time to time. This offer will remain valid for a period of two (2) business days from the date of this Offer Letter. If you do not accept or start by the required date, the Company reserves the right to revoke this offer of employment.

B. Place of Work: Your assigned place of work will be our office, situated at the address as may be communicated to you by the Company. However, the Company reserves the right to transfer, depute or second your services to any other place or offices of the Company or its affiliates, in India or abroad, as the company may, from time to time, deem it necessary. In such cases, your employment will be governed by

the terms and conditions of service applicable at the new location/affiliates.

C. Background Verification Process: As a process, each and every employee has to go through the Standard background verification and reference check process. Your continued employment will be subject to the Completion of such background and reference checks to the absolute satisfaction of the Company. By accepting this Offer Letter, you hereby consent to the Company carrying out such checks. In the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you or that the background and reference checks are not satisfactory, in the Company's sole discretion, it shall constitute a breach of discipline, and your services will be liable to be terminated for Cause and the Company retains the right to seek damages arising from such circumstances.

Following are the terms and conditions associated with your offer of employment,

1. WORK & DUTIES

During the term of your employment, you shall perform such duties and responsibilities as are normally Associated with your role and such duties assigned to you by the Company from time to time. During your employment with the Company, you will devote your best efforts to the interests of the Company, will not engage in other employment or any conduct in direct conflict with the Company's interests that would cause a Material and substantial disruption to the Company and will otherwise abide by all of the Company's policies and procedures. You agree to undertake such travel as may reasonably be required in connection with the performance of your duties.

2. REMUNERATION

Your CTC will **be Rs.9,35,000/-Nine Lakhs and Thirty Five Thousand Rupees per Annum**. The breakup of your remuneration is outlined in ANNEXURE. You will work with us as part of our core team. You can also be entitled to ESOPs based on loyalty and hard work after one year of full-time solely at the company's discretion and give that meet certain criteria. However, you can reject such and offer for any reason. The Company Shall make deductions and withholdings of tax or otherwise as may be mandated or required under applicable Law from the remuneration. Any tax arising in respect of payments made according to your employment shall be borne solely by you. Your monthly basic salary and allowances, less all statutory deductions, shall be credited to your designated bank account by the end of every month. Your remuneration has been determined based on numerous factors such as job role, skill, performance, experience, and professional merit. You acknowledge and agree that your remuneration is a matter purely between you and the Company. You shall keep this information and any changes thereto strictly confidential under any circumstances. Any breach of this confidentiality clause will subject you to disciplinary proceedings, which could lead to termination. Your remuneration is subject to periodic review and modification by the Company from time to time following its policies. Each of the benefits that you will be entitled to as part of your employment with the company shall be provided following the Company's policies in this regard, and the Company reserves the right to change or rescind any of its benefits plans and programs as the Company may deem fit, at its sole and absolute discretion.

3. PROBATION & TRAINING PERIOD

You will be on a Probation period for the Initial Three months from the Effective Date. In case you fail to successfully complete the Training period to the satisfaction of your reporting manager, the Company may terminate your employment without giving any notice and shall not be liable to make any payments as set out in this Offer Letter. Upon successful completion of the probation period, you will be informed of your conduct and performance, and if satisfactory, you will be confirmed in the appointed position.

However, the Company reserves the right to curtail or extend the Training period for an additional period of three (3) months in the event of unsatisfactory performance, behavior or attitude. You still comply with all the other rules of this Letter of Employment even during the probation period including terms in sections 4,5,6,7,8 and everything below because valuable trade secrets and intellectual information will be shared with core positions even during their probation period as that information is critical for them to carry on their roles and responsibilities clearly.

If, during the probation period, the Company determines that you are unfit for the appointed position, the Company may terminate your employment without providing any advance notice.

4. SEPARATION & TERMINATION

Resignation
You may end your employment with the Company by providing the Company with a written notice (whether by email or otherwise) of Ninety Days (90) days in advance, indicating your intention to resign. However, for Founders Officer Manager position, it is mandatory to complete a minimum of Three years (3) of service after the probation period before seeking a resignation, you agree to compensate the Company with an amount equivalent to your remaining months' salary. The exact calculation of the remaining salary and the number of months will be determined by the Company. The Company holds the discretion to waive the notice period or require you to fulfill it. During the notice period, except for medical emergencies, no leaves will be granted. Additionally, the Company retains the right to recover any outstanding funds owed by you, which can be deducted from your final payments. Please note that if the Company waives the three-year period or notice period at your request, you will still be obligated to make payment to the Company in lieu of that period. Additionally, the Company also has the right to recover any training expenses incurred during your employment.

Termination
The Company may, at any time and for any reason, terminate your employment by providing written notice of 30 days or pay salary in lieu of such notice. It is hereby clarified that, during the probation period, the company may, at any time and for any reason, terminate your employment by providing written notice of 15 days. Your employment may be terminated by the Company at any time for Cause without providing you with notice of termination, payment in lieu of notice, or severance pay of any kind whatsoever. “Cause” shall include willful insubordination, disobedience, theft, fraud, dishonesty, and habitual negligence, and material breach of the Company’s policies or Code of Conduct.

The consequence of termination:
Upon termination of your employment with the Company:
a. You shall immediately return the Company all its properties, but not limited to any confidential information, Company property, equipment and materials (including devices, computers, computer disks, software, files, books, correspondence, tapes, drawings, data, records, notes, plans or other documents of whatsoever nature and all copies thereof) belonging to the Company or any of its affiliates or customers and You shall not make or retain any copy thereof and shall confirm in writing to the Company regarding the same;
b. Ensure that there is a smooth and orderly transition of all of your responsibilities to your successor;
c. Not represent yourself as being directly or indirectly employed by the company or connected with the Company;
d. Continue to be bound by duties of good faith and fidelity to the Company during the notice period;
e. Not be entitled to claim compensation for termination of your employment other than as stipulated in terms of this offer Letter. Provided that nothing contained herein shall prohibit the Company from taking steps to obtain injunctive or prohibitive reliefs against you for breach or violation of its obligations under this Offer Letter;
f. Complete all the exit formalities as may be determined by the company.
You will retire in the normal course from the services of the Company at the end of the month in which you

Attain the age of retirement, which is 58 years.

Any changes to the separation and termination conditions would be updated and published under the “Separation Policy” document. Kindly refer to the same for the latest updates.

5. PERSONAL INFORMATION

It is your responsibility to notify them in writing to the Company of any change in your personal information (such as an address, phone number, additional qualifications, marital status, change of nomination, passport details etc.)within 3 working days from the date of such change. If no such intimation is provided to the
The company, any communication sent to the last recorded address shall be deemed to have been served on you. You further consent to the Company sharing your personal information (including any sensitive personal data or information)with third parties or with group companies or affiliates of the Company.

6. PUBLIC HOLIDAYS & ANNUAL LEAVE

Public Holidays: You are entitled to public holidays as per the list of holidays declared on the Company’s notice board or in the employee policies of the Company or informed to you through any other communication from time to time. You will be entitled to 31 public holidays as per the Telangana holiday calendar.

Leave Policy: You get 1 casual leave and 1 sick leave every month. Please apply for your casual leave 2 days in advance. All your casual leaves are carried forward in case unused. In addition, you will get 7 paid vacation (5 working + 2 non-working) days every 6 months, the application of which should be at least 15 days prior. In Total, You will get 36 paid leaves a year, which is 2 twice the leaves given by any typical Indian organisation. Unused leaves can be encashed by the end of the year. Any leaves taken beyond this structure result in a loss of pay.

During the Probation or notice period, you cannot take your leaves until and unless it is a major emergency up to 1 leave maximum . You can avail them only once such period ends. Your monthly stipend or salary will be as per your employment contract. A month is defined as 22 Working days, 4 working weeks and compensation is designed similarly. If a month has recorded lesser working days due to excessive holidays, you can be requested to work on Saturdays to compensate for such time to maintain the 22 working days policy and consistent pay.

7. INTELLECTUAL PROPERTY

You hereby agree and acknowledge that all intellectual property, Innovations (defined hereinafter) and work, whether capable of registration or not, developed by you, whether alone or with other employees/consultants of the Company, during or in the course of performance of your duties with the Company under the purview of This Offer Letter shall vest in and be the exclusive property and right of the Company. To the extent that the Company is not the immediate owner of the Innovations or intellectual property; you hereby irrevocably assign all such Innovations and intellectual property to the Company, in perpetuity and on a worldwide basis. This assignment shall not lapse in any circumstances, including upon the failure of the Company to exercise its rights under the assignment for any period. You further agree to execute all documents, forms and agreements necessary for the Company to perfect its ownership or claim over the Innovations.

If, before employment with Company, you have created any Innovations that you wish not to be subjected to In this Offer Letter you may communicate the same to the HR department immediately. Your failure to Communicate the Innovations and attaching the same here shall constitute a representation by you that you have no such Innovations.

“Innovations” means all discoveries, designs, developments, improvements, and inventions (whether or not protectable under patent laws), works of authorship, information fixed in any tangible medium of expression (whether or not protectable under copyright laws), trade secrets, know-how, ideas (whether or not protectable under trade secret laws), mask works, trademarks, service marks, trade names and trade dress, together with All patent rights, copyrights and other intellectual property rights in and to the foregoing.

Your employment with the Company is on a whole-time basis. During the course of your employment with the company, you are not permitted to, directly or indirectly, engage yourself or devote any time or attention to Any full-time or part-time employment, trade, business or occupation, with or without remuneration, for any Third person or concern (including self-employment). You shall also not undertake or be interested, either directly or indirectly, in any activities which are contrary to or inconsistent with your employment with the interest of the Company. You shall devote yourself exclusively to the business of the Company. Any breach of this condition On your part may subject you to disciplinary proceedings, which could also lead to the termination of Your employment with the Company for Cause.

Confidential Information :

You expressly acknowledge and agree that:
a) The provisions of this Clause 8 shall apply during and after the period of employment, regardless of the reason for termination of your employment with the Company;
b) In the course of your employment with the Company, there may be some variations or improvements upon the Confidential Information, and you agree and confirm that all such variations and improvements upon the Confidential Information shall be a part of the Confidential Information and shall be the property of the Company;
c) you may develop Confidential Information for Company;
d) you may learn of Confidential Information during the course of your employment.
e) You will not reveal any information of company, it's brands , investors or the funding and if found to so do the company reserves the right to take legal action and claim the investment made by the shareholders till date as a compensation. Additionally, the company reserves the right to pursue any resulting damages or losses arising from the unauthorized disclosure and you abide to pay the same or take punishment that seemed fit by the company.

You shall maintain the confidentiality of the Confidential Information without the prior written consent of the company to divulge any Confidential Information to any other person. You will not unless required by law, Publish or use in any way any Confidential Information that you may become aware of or generated during the course of your employment or in connection with any of the matters referred to in this Offer Letter and which does not become publicly available other than by breach of this Offer Letter by you.
You further agree to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands that the Company may suffer or incur or which may be made against the Company as a result of any unauthorised disclosure or use of the Confidential Information by you or any person related to you that may have access to such Confidential Information through you or due to any breach of the terms of this Offer Letter.

For the purposes of this Offer Letter:

“Confidential Information” shall mean any oral or written information (in whatever media or form, whether tangible or otherwise) disclosed to you that is marked or designated as confidential or any other information of such nature as may be reasonably construed to be confidential, and includes trade secrets, technical information, past, present and future business and marketing strategies; business facilities; resources, operations, requirements, methods; customer information; Research and Development activities and output; know-how, inventions, discoveries, and improvements; financial information and projections, security arrangements; personnel information; domain names, administrative and/or organisational matters of a confidential/secret nature which is known to you by virtue of your employment with the Company, marketing information or otherwise, including any software which is confidential or proprietary to the Company, the affiliates of the Company, customers or sub-contractors of the The company, all works, programs, papers, records, data, notes, drawings, files, documents, samples, devices, products, equipment, and other materials, including copies in whatever form and translations into any other language and intellectual property relating to the business of the Company and materials that are customarily treated as confidential or proprietary, whether or not specifically identified as confidential or proprietary and includes any other information which, by its nature or circumstance surrounding its disclosure, maybe reasonably construed to
be confidential or proprietary.

8. RESTRICTIVE COVENANTS

For and in consideration of the compensation to be paid by the company according to the terms of this offer Letter, and in recognition of the fact that you shall have access and be privy to Confidential Information and Other valuable rights of the Company, on account of your designation, you hereby acknowledge, covenant and agree that:

a. during your employment with the Company and for a period of three (3) years thereafter, you will not engage in, be employed by, perform services for, participate in the ownership, management, control, or operation of, or otherwise be connected with, either directly or indirectly, any Competing Business without first obtaining approval from the Company. For purposes of this paragraph, you will not be considered to be connected with any Competing Business solely on account of any ownership of less than five per cent of the outstanding capital stock or other equity interests in any corporation, partnership, trust, association, governmental authority, Educational institution, individual or other entity carrying on the Competing Business. You agree that this restriction is reasonable but further agree that should a court exercising jurisdiction concerning this Letter find any such restriction invalid or unenforceable due to unreasonableness, either in a period of time, geographical area, or otherwise, then in that event, such restriction is to be interpreted and enforced to the maximum extent which such court deems reasonable.

b. during your employment with the Company and for a period of three (3) years after that, (A) you will not solicit, encourage, or cause others to solicit or encourage any employees (including independent contractors or service providers) of the Company or its affiliates to terminate their employment (or terminate their relationship) with the Company or its affiliates, including to engage in, being employed by, perform services for, participating in the ownership, management, control, or operation of, or otherwise be connected with, either directly or Indirectly, any Competing Business; and (B) you will not, directly or indirectly (except on

behalf of or with the prior written consent of the Company), (a) solicit, divert, appropriate to or accept on behalf of any Competing Business, or (b) attempt to solicit, divert, appropriate to or accept on behalf of any Competing Business, any business from any customer or actively sought prospective customer of the Company with whom you have dealt, whose dealings with the Company or its affiliates have been supervised by you or about whom you have acquired Proprietary Information during your employment. Each of the restrictions contained in this clause is separate and distinct and is to be construed separately From the other such restrictions. You further agree and acknowledge that the covenants and obligations with respect to non-compete and non-solicitation as set forth in this Offer Letter are reasonable and necessary to Safeguard and protect the Company's rights and interests. Such restrictions relate to special, unique, and Extraordinary matters and a violation of any of the terms of such covenants and obligations by you will cause the Company and its affiliates irreparable injury for which damages may not be an adequate remedy.

Therefore, you agree that the Company shall be entitled to an interim injunction, restraining order, or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations contained herein.

In the event that any court of competent jurisdiction determines any provision of this Clause 8 to be unenforceable by reason of it being extended over too great a time, too large a geographic area or too great a range of activities, such provision shall be deemed to be modified to permit its enforcement to the maximum extent permitted by applicable law. Provided, however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which the restrictions contained in this clause were limited as provided herein above, the original restrictions would stand renewed and be effective to their original extent, as if they had not been limited by the applicable law or provisions revoked.

For the purposes of this Offer Letter, "Competing Business" means any business whose efforts are in Competition with the efforts of the Company and its affiliates, which includes working in the same industry cosmetic or similar industry such as pharma, fmcg , or any D2C brands. A Competing Business includes any business whose efforts involve any research and development, products or services in competition with products or services which are, during and at the end of your employment with the Company, either (a) produced, marketed or otherwise commercially exploited by the Company and its affiliates or(b)in actual research development by the Company and its affiliates, or (c) planned for future research and development, as demonstrated by objective evidence, such as budget allocations, work assignments, hiring decisions,planning documents, or other similar documentation.

9. COMPANY POLICIES & REGULATIONS

In the course of employment, you are required to perform, without limitation, all acts, duties and obligations as may be designated by the Company and comply with such directions as may be given by the Company, in Each case, which is reasonably consistent with the nature of the position occupied by you and within your Capacities and to devote the whole of your time, attention and skill exclusively to such acts, duties and Obligations.

10. COMPLIANCE & CODE OF CONDUCT

You are not authorised to represent the Company at any public forums, press meetings/conferences or publish articles in magazines/ newspapers unless otherwise authorised by the Company. You are required to observe all relevant corporate policies and regulations which are now in force or, from time to time, published or laid doc by the Company. You will be bound by the rules and regulations as declared by The Company hereafter, from time to time, in relation to the conduct, discipline, medical fitness, leave, holidays and all matters relating to terms and conditions of service, network security and usage. You will abide by all statutory and regulatory laws at all times, and violations of any of these may result in disciplinary proceedings being initiated against you. In particular, you will ensure compliance with all the Indian laws that require you not to engage in any deceptive or misleading conduct, representations or statements, including not correcting any statements that would tend to mislead or create a false impression or expectation.

11. OTHER TERMS & CONDITIONS OF EMPLOYMENT

You hereby agree that:
You are not a party to or bound by any employment agreement, non-competition agreement or confidentiality agreement with any person or entity other than the Company.You will not raise any claim against company or company will not have any ability, obligation or responsibility on account of any misconduct misbehaviour of customers, users or any other person.You shall take reasonable effort to prevent and avoid any misconduct, misbehaviour, harm or any kind of Damage by a third party, and only you shall be liable to all consequences, including damages, if any, with respect to all such action taken. You shall not be entitled to claim that such action was pursuant to or required as part of your employment since the Company does not endorse or encourage any such behaviour or Conduct.

12. GOVERNING LAW

This Offer Letter shall be construed in accordance with and be governed by the laws of India. Disputes Between the Company and you shall first be sought to be resolved amicably in accordance with the rules and regulations of the Company. Any dispute that cannot be resolved through amicable discussions shall be Subject to the jurisdiction of courts in Hyderabad, Telangana.

13. MISCELLANEOUS

Notices: All notices to the Company shall be addressed to its Corporate office located in the US.
Severability: If any provision of this Offer Letter is or becomes, or is declared by a court of competent jurisdiction to be invalid, illegal or unenforceable, then the parties shall negotiate in good faith to agree on Such provision to be substituted, which provisions shall, as nearly as practical, leave the parties in the same or Nearly similar position to that which prevailed prior to such invalidity, illegality or unenforceability.
Amendments and Waivers: The provisions of this Letter may be amended, supplemented, or waived only by the written agreement of the parties. A waiver or any failure or delay by a party to require the enforcement Of the obligations, agreements, undertakings or covenants in this Offer Letter shall not be construed as a waiver by such party of any of its rights unless made in writing, referring specifically to the relevant provisions of this Offer Letter. Any such waiver shall not affect in any way the validity of this Offer Letter or the right to enforce such obligation, agreement, undertaking or covenant at any other time. All rights and remedies existing under this Offer Letter, except as otherwise provided herein, are cumulative to and not exclusive of any rights Or remedies otherwise available.

Roles and Responsibilities:

- Support the CEO or Your reporting manager in monitoring, exploring, and building the envisioned marketing material and strategies.
- Monitor tasks delegated to you & ensure task completion within agreed deadlines, and maintain at least 75% of key performance indicators to justify your fixed pay.
- Write copy and Create Content on camera for a variety of media, including Social, Web, Product, and Print and implement brand guidelines across all company communication channels that drive awareness and conversion.
- Publish posts according to the established social media content calendar.
- Assist the marketing team in ensuring every piece of content aligns with our brand voice and messaging.
- Stay current with trends and developments in various marketing channels and our competitors.
- Develop, delegate, collaborate, and execute content, campaigns, and branding activities along with the design and visual team.
- Manage all digital media platforms with Strong SEO, SMO, SMM, and SEM principles.
- Understand consumer pain points specific to the brands and develop a user-first experience through skilled analysis to address consumer needs.
- Develop and execute content and marketing strategies using the performance data and experimental feedback from previous stages.
- Ideate content, post, engage, and optimize the same through its life cycle.
- Turn a concept into compelling content and incorporate our brand voice and identity in digital content.
- Model various social media campaigns and product shots as and when needed by the company.

If you are agreeable to the above, please acknowledge your acceptance of this Offer Letter and its terms and conditions by e-signing the copy and returning it to the HR Department under a Private and Confidential cover within 2 days from the date of this Offer Letter.

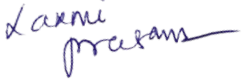
We welcome you as a team member and look forward to your contributions to this journey. We believe You will find your career both challenging and rewarding. The Company, at its discretion, can modify, from time to time, the rules and regulations as it deems fit, without notice.

Yours sincerely,



Trisha Talasani ,
Founder and Chief Executive Officer,
For BTM Ventures Private Limited,
Authorized Signatory.

I, **LAXMI PRASANNA** understand the terms and conditions stated herein and confirm my acceptance of the offer and its conditions. I also confirm that I have not been convicted of any offence or crime punishable by law.

Signature: 

Date: 16/10/2023

ANNEXURE

Salary Computation		
Components	**Per Annum**	**Per Month**
Basic	150,000	12,500
HRA	75,000	6,250
Leave Travel Allowance	25,000	2,083
Mobile Allowance	6,000	500
Internet Allowance	6,000	500
Medical Insurance	15,000	1,250
Gratuity	7,215	0
Special Allowance	15,785	1,315
Total	300,000	24,399
Employer PF	23,400	1,950
Gross Pay (A)	**560,000**	**46,666**
PF Contribution Employee	21,600	1,800
Professional Tax	2,400	200
Medical Insurance Premium	6,000	500
Net Pay	**530,000**	**44,166**
Additional Payouts		
Variable Pay (B) *	**50,000**	**4,167**
Additional Emoluments		
TRAINING AND GROOMING	325,000	27,083
Total of Emolument (C)	**325,000**	**27,083**
Total CTC(A+B+C)	**935,000**	**33,334**

NOTE:
1. TDS would be deducted as per Income Tax Act 1961.
2. Subject to deductions whenever it's applicable.
3. Professional tax - In accordance with applicable law.
4. Variable Pay * — Variable pay is a potential earning on your individual performance at your career level they are set based on your KPI achievements between you and your reporting manager. Payment of such variable pay is up to the sole discretion of the Company. You will not be entitled to such Variable pay in case you are serving your notice period with the Company . Variable payout is made on a quarterly basis; candidates are not entitled to variable pay during training or probation period.
5. Emoluments are the cost of the time and resources spent by the company used for your training and grooming of as an employee this is a sum of a small part of salaries paid to senior officials for investing their office hours for guiding and training you and also the books, courses and other educational material provided by the company for the benefit of its employees.
6. Company reserves the right to make deductions in your fixed pay if you fail to meet Atleast 75 % of your KPI.

Registered Office:
Gateway Building, Apollo Bunder Mumbai
400 001

Ref: 985684/2285747/Permt **Date: 23rd January, 2024**

Gantanna Ramya Sree
H No - 2-82/1, Shivamoet Mandal,
Chandi, Medak - 502334.
Phone No: 9603538953

Subject - Offer of Appointment

Dear **Gantanna Ramya Sree,**

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Customer Support** on **U1** band**,** operating out of our **Hyderabad** office.

2. (a) You will be on probation for a period of 3 months from the date of joining the Company during which you will be on training covering the complete process and projects or services, mandated by the customer of the Company. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

(b) Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the training mandated by the customer of the Company.

3. Your "Annual Total Cash Compensation" will be **Rs. 200306 (Rupees Two Lakhs Three Hundred And Six Only).** Please refer **Annexure-A** for details on the compensation and statutory deductions.

4. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

5. Your employment with us will be governed by terms and conditions as specified in **Annexure-B.**

6. You are required to join on **23rd January, 2024** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

7. On the date of joining, you are requested to report to **Susma Sugumaran at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, SEZ Block, Unit V, Bahadurpally, Hyderabad - 500043**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.

Echobooom Management & Entrepreneurial Solutions Private Limited

Email:info@echobooom.com

Letter of Intent

Dear Karra Sindhu,

Date: 07-10-2023

Based on the interview and subsequent discussions we have had with you; this is to confirm our intent to offer you a position as per the details below:

Designation: Brand Ambassador

Date of Joining: 07-10-2023

You will be undergoing five major stages in the company. Each stage is designed to teach you certain aspects of Management. We aim at making you industry ready that will not only get you noticed and selected by the best corporate entities in the long run, but also would make them consider you favorably for a job that is prosperous, and your acquired skills can be put to use in the most productive ways possible.

We encourage an open environment conducive to active learning and participation. Do not hesitate to ask any relevant questions that might help you in your development.

Looking forward towards a long and mutually beneficial association.

Thanking you.



Krishna Gilda

Echobooom Management & Entrepreneurial Solutions Private Limited

Echobooom Management & Entrepreneurial Solutions Private Limited

Email:info@echobooom.com

205, 206, 207 Raheja Plaza Premises CHS Ltd, Veera Desai Road, Shah Industrial Estate, Mumbai 400058

Appendix A

Position Description: Brand Ambassador

On outset of your assignment, you will be joining us as a Brand Ambassador, wherein you will be provided with a comprehensive training in B2B Marketing & Sales.

Job Overview:

Stage 1: Brand Ambassador
(B2B interaction, Confidence Enhancement, Business Etiquette, Body Language, Building Conversational Skills, Targeted Advertising)

Stage 2: Leader
(Presentation skills, Network Building, Relationship Management, Personal Finance Management, Customer Success Management)

Stage 3: Senior Leader
(Talent - HIRE & BUILD, Training & Development, Performance Analysis Aided Brand Recall, Facilitation and Coaching Skills)

Stage 4: Team Leader
(Innovative Approach, Team Career Path, Sound Judgement, Decisiveness, Marketing Propaganda)

Stage 5: Senior Team Leader
(Pilot New Division - Product/Service, Team Career Life Cycle, Marketing Soundings & Surveys, Risk analysis & Management, Modernisation and Upgrade of Systems)

Stage 6: Budding Entrepreneur
(International Travel & Exposure, Capital Investment & Growth Strategy, Critical Thinking & Decision-Making Leadership, Motivation, Strategic Planning & Expansion, Market Segmentation Monitoring Standard & Quality, Branding your Office)

Stage 7: Entrepreneur
(New Product/Service Division, Entrepreneurial Finance, Performance-led HR, Ethics at Work, Trouble Shooting & Damage Control, Head Hunting, Social Media Engagement, Org-wide Impacts)

*There is no ascertain period in which you will be promoted from one level to another, its specifically based on your performance and certain predefined criteria which you need to achieve for moving to one development level to the other.

Appendix B

Terms and Conditions

1. **WORKING DAYS**
   Monday to Saturday (Full Time), **Sunday** would be a day off.

2. **WORKING HOURS**
   Work timings would be 9:30 AM to 7 PM, total 9 hours a day out of which 4-5 hours per day would be completely dedicated in various behavioural and managerial trainings and Interactive meetings.

3. **PERIOD OF ENGAGEMENT**
   Subject to these terms the period of your association is regarded as on going, we don't sign any legal bond or contract which bound you to work with us to a notified period of time. If one is aiming at receiving a profound work experience letter from the company, candidate must gain min 6 months experience.

4. **RENUMERATION STRUCTURE**
   We have put together a competitive Performance Based Remuneration (PBR) scheme to ensure you are rewarded for your time & effort. Your weekly profits earned will be paid to you by NEFT every Monday starting from third week.

   In addition to profits earned on every deal, you will be eligible for an incentive of Rs. 3,000/- and Rs. 2,000/- on your fourth and fifth week respectively from your date of joining based on Attendance, morals, attitude, ethics and sincerity depicted by you in your first 3weeks from your Date of Joining.

*Profits may vary if there are any changes in the product/service price or when discounts are applicable (you will be notified via email as and when the changes are made)

Pattern of Earnings:

The Company will release weekly profits earned @ 23% of the Cost Price of the service/product excluding GST.

For e.g., if a BA closed a deal of Rs. 20,000 + 18% GST = Rs. 23,600/- then the commission paid to the BA would be 23% of Rs.20,000/- i.e., Rs. 4,600 /-

*This percentage is applicable for all our client services and products.

5. **ENSEMBLE**

   Monday-Thursday: Strictly Business Formals

   (Male: Formal Trousers, Shirts, Neck Tie, Formal Shoes)

   (Female: Western Formals, Indian Formals)

   Friday-Saturday: Smart Casuals

6. **CLIENT SERVICING**

- Our goal of providing high-quality, cost-effective service to our (members/clients) and functioning as a centre of excellence can be maintained and enhanced only with your assistance.
- Always respect the privacy of the customer by concluding a sales call, by visit or telephone, immediately on the request of the customer.
- Provide a professional efficient, courteous, and diligent service to customers.
- Present themselves before the parties concerned in a formal manner.
- Shall be polite with customers and shall not discriminate whether with respect to gender, race, religion, age or disability.

Appendix C

Summary Termination

At any time, the Company may, by notice in writing summarily terminate the services of the Brand Ambassador under this agreement if the Brand Ambassador:

- Accept cash in any condition from customer (Deal can only be closed by accepting cheque in favour of the respective clients)
- Engages in any act of Profit Sharing or commission constituting serious misconduct in respect of their duties;
- Wilfully fails or neglects to perform or carry out their powers, functions or duties in an agreed manner;
- Is engaged in any conduct which may tend to injure the reputation or standing of the Company;
- Refuses or neglects to comply with any lawful and reasonable order given to them by the Company or any other person duly authorised by the Company;

In joining our team, you share our commitment to providing the best service to our members/clients. For this to be achieved, your ideas, suggestions and initiative are encouraged as we strive to improve the way we work and how we present ourselves to the community at large.
Our working ethics revolve around taking responsibility for decisions, pride in our work, sharing our knowledge and expertise with others, and willingness to contribute to the resolution of issues collaboratively.

Echobooom Management & Entrepreneurial Solutions Private Limited

Email:info@echobooom.com

Documents to be submitted

The following documents have to be submitted within two days:

1. Academic Documents
2. Pan Card & Aadhar Card (Mandatory)
3. Photo ID Proof - Documents that can be taken as valid ID proof:
   (1) Passport
   (2) Government ID Card
   (3) Voters ID Card
4. Address Proof - Documents that can be taken as valid Address proof:
   (1) Passport
   (2) Driving License
   (3) Telephone bill
   (4) Ration card
   (5) Voters ID Card (if it has address)
   (6) Electricity bill
5. Release/Relieving/Experience letter from previous Company / Accepted copy of the resignation from the current Company (if applicable)
6. 1 Cancelled Cheque
7. Copy of Pass Book / Copy of Bank Statement
8. 1 Passport size Photograph

We are extremely pleased that you have chosen to join us and we look forward to have you as part of **Echobooom Management & Entrepreneurial Solutions Private Limited.**

SIGNET CROP SCIENCES INDIA PVT. LTD.

SIGNET SEEDS ®

Corporate Office : Plot No.1/P & 2, First Floor, Rainforest, BHEL VISTA, Dandamudi Enclave Main Gate
Petbasheerabad, Quthbullapur Mdl. Medchal Malkajgiri Dist. Hyderabad-500 067. Telangana State,
Customer care: + 91 9133300751 / + 91-9133300745 E-mail : md.signet@gmail.com
Website:www.signetseeds.com Corporate Identification No.: U51101DL2007PTC162581

Dated: April 23, 2023

To,
Ms. Sandhya Karre
Flat No. 513, Ganga Block, Ganesh Nagar,
Ramanthapur, Hyderabad
Mob. 9014918221
Email: karresandhya828@gmail.com

Sub: Offer Letter for the position of "Sales Coordinator".

Dear Ms. Sandhya,

We are pleased to offer you the position of **"Sales Coordinator" based at Hyderabad** as discussed during your interview. You are requested to join the company on **or before April 30, 2023 at Hyderabad head quarter,** .If there is any change in the date of joining or venue then we will update you immediately.
Your Salary will be **as per Annexure – A (Attached).**
Functionally you will report to **Regional Manager-Telangana,** and administratively reporting to **Mr. Apoorv Vats- National Sales & Marketing Manager based at Hyderabad.**

Initial six months will be your Probation period and after successfully completion of the probation period you will be kept as "On Roll" Employee of the company. Your performance will be reviewed monthly basis with your reporting managers and final review will be made after completion of six month. In case during the probation period your performance found unsatisfactory, your services may be terminated without giving any further notice and company will not be liable for any compensation,

Appointment letter will be issued after joining the duties and you have to abide the terms and conditions mentioned in the appointment letter.
The roles and responsibilities and other terms and conditions of your employment will be specified in your letter of appointment.
We welcome you to Signet Group and hope it would be the beginning of a long and mutually beneficial association.
You have to submit Photo copy of following Documents to complete joining formalities:

1. Aadhar Card
2. Pan Card
3. Driving License
4. All Educational Certificates as per your Resume
5. Relieving Letter of the previous company
6. Experience Certificate
7. 3 nos Latest Photographs

Kindly acknowledge the duplicate copy of this letter as an acceptance of the offer letter.

Yours truly
For ***Signet Crop Sciences India Pvt. Ltd.***

Signet Crop Sciences India Pvt. Ltd. Hyderabad

Dr. Sudesh Kumar Sharma
Managing Director

Reg.Off: # Second Floor, Block-H, Pocket 32, Sector 3, (Near Vishram Chowk), Rohini, New Delhi-110

GUNDAVARAM VANAJA BHASKAR RAO VIDYAPEET

Plot No. 23, Bunglow No. 205, Card Master Enclave, Tarbund, Sikh Village, Secunderabad - 500009, Telangana, India
Phone : 040-4919 2345, 040-4919 2304, Email: gvbrvidyapeet@gmail.com

GVBRV/2023/Offer/CA/11 Date: 17th May, 2023

Mr A. Naveen
Mobile No.: 6303690934
Email Id: allepunaveen1234@gmail.com

OFFER LETTER

Dear A. Naveen,

This has reference to your application and subsequent interview held for the post of Field Assistant in Kaveri University, Gowraram, Siddipet District, Telangana State.

After evaluation the GVBRV Management is pleased to offer you the position of Field Assistant at College of Agriculture, Kaveri University, subject to terms and conditions given below:

1. You will be reporting to the HoD / Dean of College and performing duties / work assigned by them from time to time. You are required to shoulder any other responsibility connected with the University assigned to you by them.
2. Your emoluments have been fixed Rs. 20,000/- (Rupees Twenty Thousand Only) on monthly basis.
3. You will be on probation for a period of one year from the date of joining.
4. Documents to be submitted:
   a) Copies of all academic certificates, Experience, Relieving and LPC.
   b) Copies of Aadhaar Card, PAN Card, Form 16, Caste Certificate (if applicable) and six passport size photos for statutory requirements.
   c) All Original Certificates of SSC, Intermediate, UG degree which will be returned to you at the time of you're leaving the University.
5. You will abide by the employee's service, conduct and leave rules laid by the University.
6. You should report to duty on 31st May, 2023.

GVBRV welcomes you, to become an esteemed member of our team and we feel confident that you will contribute your skills, knowledge and experience to the culture of excellence and growth of Kaveri University.

Please confirm your acceptance of this offer by signing and returning a copy of this offer letter by offer expiration date.

Yours truly
For GVBR Vidyapeeth

P. Malla Reddy
Authorized Signatory

Accepted

Mr A. Naveen

FW: - Offer from Vins Bioproducts Limited

2 messages

HRD <hrd@vinsbio.in> Mon, Feb 12, 2024 at 10:16 AM
To: thukuna5656@gmail.com

FYIP

From: HRD [mailto:hrd@vinsbio.in]
Sent: 16 January 2024 09:40
To: thukuna5656@gmail.com
Subject: Reg: - Offer from Vins Bioproducts Limited

Dear Mr. Bishoi Thukuna,

Congratulations!

Based on our interactions with you, we are pleased to inform you that, you have been selected for the position of **'Junior Officer'** in the Department of **"Farm"** at **Vins Bio Products Ltd.**

As a token of acceptance of our offer please confirm the same through a return email.

You will be paid a CTC as discussed and agreed at the time of interview**.**

And you will be placed at our Factory located at Sy.No.117, Thimmapur (V), Kothur (Mandal), Ranga Reddy District – 509 325, Telangana.

Pl Note: The date of joining would be on or before **1st February, 2024**. If not your offer stands cancelled.

You are required to get the following documents (Which are eligible) as part of the joining formalities at plant on DOJ at 9.00 AM.

- Copies of all educational certificates (including marks sheets).
- Relieving letter from your last employer and salary slips of the last three months month salary drawn (If eligible).
- 4 Passport size photographs of yourself.
- 2 Copies of PAN Card, Address and ID Proof.

Please feel free to revert back for any clarifications on **9948645450** and I shall be glad to help.

We look forward to your joining us onboard at the earliest and it would be your unstinted efforts and contributions which will go a long way in making **Vins Bio Products Ltd** a successful & a progressive company.

Wishing you the very best in all your endeavors.

Thanks & Regards

P Bhasker

Vins BioProducts Ltd.

Phone: **9348169696**

Email: hrd@vinsbio.in

SY No. 117, Thimmapur Village

Kothur(M),509325,Rangareddy (Dist),

Telangana, INDIA

http://vinsbio.in

HRD <hrd@vinsbio.in> Mon, Feb 12, 2024 at 5:28 PM
To: thukuna5656@gmail.com

[Quoted text hidden]

DocuSign Envelope ID: 468CFC01-F447-44B7-9E30-062E76E60B0B

08/22/2023

Dear L Andrew Lee,

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions, you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that your employment with us is contingent on subject to successful clearance of background verification. You need to submit all relevant documents for background verification within seven (7) days from the date of appointment letter. In case you fail to submit the documents within the prescribed period, we will initiate necessary action against you as deemed as appropriate by the Company including but not limited to revoking of this offer letter without any further liability to Company. You are requested to join us on or before **08/23/2023** on the following terms and conditions.

Your place of posting will be initially at **Hyderabad**. However, during your employment with us you may be posted or transferred/attached to any other units/companies/ offices or clients of The Sutherland Group either in India or Abroad at the sole discretion of the Management.

Your emoluments by way of Annual Cost to the Company is **Rs. INR 250,000.00** /- per annum (Rupees **Two Lakh Fifty Thousand Rupees Only**), the details of which are given in the annexure of the appointment letter.

You shall report to **Sathish Kumar Sadagopan** of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.

You may be required to work in shift system of the company as intimated to you from time to time.

You are governed by the “Sutherland’s Code of Conduct as updated from time to time” of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.

You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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On confirmation, either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. You understand and agree that if you do not complete the notice period the Company may be subject to losses or irreparable damages. Hence, the Company may, at its sole discretion, reject payment in lieu of notice period, and require you to complete the notice period in accordance with the employment contract, including any changes/amendments to the notice period, duly communicated to you without you having objected to the same within one month of such communication. If you fail to do so, the Company shall be entitled to sue you for specific performance of the contract as also claim ascertained damages.

Your employment is subject to successful and satisfactory clearance of background verification which is a continues process and if any discrepancy is observed during the course of background verification which is against the policies of the Company, we will take appropriate action including immediate cessation of your employment without any further liability to Company.

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business whether with or without remuneration in any capacity without the prior written permission of the company.

In compliance with statutory and legal compliances under Indian Laws including but not limited to under Information Technology Act 2000, the company reserves the right to deploy necessary tools and measures in the interest of data integrity, screen and information security while working inside or outside office, including work at home, at any point of time.

You agree to abide by confidentiality norms as included under NDA signed by you and maintain secrecy of the Sutherland proprietary information exchanged with you during the course of your employment and thereafter.

In case of any violation of abovementioned covenants by you, the Company reserves its right to take penal action against you including termination of services and civil and criminal action against you for the damages incurred by the Company.

Your appointment is subject to that your self-declaration on medical fitness and you will have to maintain a state of overall sound health in order to be able to perform your Services per expected standards and continue employment in the Company.

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All inventions, improvements and discoveries made solely by you or jointly while on duty need to be disclosed to the company and the company has the sole right, title and interest over such inventions, improvements, and discoveries and has the intellectual property rights over them.

You shall keep the company informed in writing, of any change in your address. failing which any notice/letter sent by the company to your address mentioned above shall be sufficient for the purpose of this contract.

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. The Company may disclose some or all of your Personal Information to competent authority(ies) in accordance with their directions or to other parties, including our clients, on need-to-know basis, in pursuance of any enquiry or investigation. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

You will automatically retire from the services of the company on attaining the age of 60 years

Required Documents

Please bring the following original documents for verification with their photocopies, which would be retained for our records.

- Photographs (Six passport size)
- All educational certificates including mark sheets in full
- Relieving Letter & Service Certificate (If employed previously)
- Proof of Last drawn salary
- Aadhar, Passport / Proof of Address
- Form -16 along with earnings certificate for IT purpose

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Sutherland Global Services Private Ltd.

Annexure

Name of the Employee: L Andrew Lee,
Designation: Associate-CS Internet
Date of Joining: 08/23/2023
Level: Level 1

Components	Rs. Per month	Rs. Per annum
FIXED PAY		
Basic Salary	5,888	70,654
House Rent Allowance	2,944	35,327
Bonus	2,491	29,888
Special Allowance	5,500	65,999
Gross Salary (A)	16,822	201,868
PERFORMANCE INCENTIVE (B)		
Performance Incentive	2,750	24,750
STATUTORY BENEFITS AND INSURANCE (C)		
Employer's Contribution to PF	1,665	19,985
Gratuity	283	3,397
CTC (A + B + C)	20,833	INR 250,000.00
Net Salary (Gross-PF-ESI)	15,031	180,369
Potential Earning (Net Salary + Performance Incentive)	17,781	205,119

Performance Incentive (Fresher) - You will become eligible for PI, after completion of 2 calendar months from your start date at Sutherland. Your PI will be paid against achievement on the target/s set by the company, on a time-to time basis. PI is processed and paid 60 days from the completion of the performance period.

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Example 1: If DOJ on 1st of any Month, then PI eligibility would be from 3rd Month and paid along 5th Month Salary.

Example 2: If DOJ is on 2nd onwards of any Month, then PI eligibility would be from 4th Month and paid along 6th Month Salary.

Gratuity	Gratuity amount shall accrue annually, and the eligibility will be only on completion of 5 years of continues service with Sutherland and payable at the time of Final Settlement of Accounts
Insurance Coverage	Sum insured under Accident Insurance is Rs. 500,000/-, Mediclaim is Rs. 200,000/- for self only. Group term Life Insurance coverage of - Rs 500,000 for self only.
ESI	If your ESI wage (Gross - Bonus) is less than or equal to 21000/- per month, an amount equivalent to 0.75% of your gross salary will be deducted towards ESI every month - For details you may contact your Program HR Executive

We at Sutherland have the privilege to have you with us and personally welcome and wish you a very successful career with us and reaffirm our complete confidence in your ability to find professional and personal satisfaction here. All who met you agree you will be a fine asset to the company.

Best wishes for a long, happy and rewarding career with us.
Sincerely,

For Sutherland

Regards,



Amit Mukherjee

Sr. Director – Talent Acquisition

I have read the contents of this letter and accept the offer of employment with the

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terms and conditions mentioned above and the enclosed annexures.

Please indicate your acceptance by signing below.

DocuSigned by:
C41931E87B654E4...

8/22/2023

Joining Report

I acknowledge receipt of your appointment letter, dated 08/22/2023 and am happy to report to duty with effect from 08/23/2023 at Hyderabad.

I look forward to a long and rewarding association with Sutherland.

Please indicate your acceptance by signing below.

Signature: DocuSigned by:
C41931E87B654E4...

DocuSign Envelope ID: 468CFC01-F447-44B7-9E30-062E76E60B0B

Date: 8/22/2023

CIN No: U73100TG2020NPL144586

AGHUB FOUNDATION
Centre of Innovation & Agri-entrepreneurship
AO Building, PJTSAU, Rajendranagar, Hyderabad, Telangana - 500 030.
Email: md_aghub.co.in

F.No. Admin/0020/HR-PT/AgHub/2023-24/3
02/09/2023

LETTER OF ENGAGEMENT

Dear Mr. M. Sai Vivek

We are pleased to inform that your application has been considered and you are offered post of Operations Coordinator at AgHub.

Please note the following conditions of your engagement:

1. Your engagement will start from the date of your joining within 7 days of the receipt of this letter, after which this letter of engagement stands cancelled.
2. Your engagement will be on contractual basis initially for a **period of THREE MONTHS** and extendable for such period as may be needed and subject to satisfactory performance.
3. You will be required to perform your duties at Hyderabad, or elsewhere as reasonably directed by the management.
4. You will receive a **Stipend of Rs [redacted] per month.**
5. You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the project products or to any matter with which the management may be concerned, unless you have previously applied to and obtained the written permission from the organization.
6. You will be required to maintain utmost secrecy in respect of project documents, commercial offer, design documents, project cost & estimation, technology, software packages license, management policies, RBIC patterns & Trade Mark and RBIC's Human assets profile.
7. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the organization shall be entitled to recover the damages from you.

SUTHERLAND

SUTHERLAND HEALTHCARE SOLUTIONS PVT LTD

Gateway Office Parks, A1,6th Floor, No.16, G.S.T Road, Perungalathur, Chennai - 600063, Tamil Nadu

PAYSLIP FOR THE MONTH OF FEBRUARY 2024

Employee Name	Kata Sindhu Priya	**Bank A/C #**	923010005217569
Employee Number	602047	**Bank Name**	Axis Bank
Designation	Associate-Collections	**UAN**	101986021715
Level	1	**PF Number**	AP/HYD/38216/917456
Department	Service Delivery Operations	**PAN**	FYUPP7214L
Location	Hyderabad	**Working Days**	31
Date of Joining	07-Aug-2023	**LOP Days**	0

Earnings		Deductions	
Description	**Amount**	**Description**	**Amount**
Basic	5,325.00	PF	1,566.00
HRA	2,662.00	Profession Tax	150.00
Bonus	2,535.00	ESI	135.00
Special Allowance	4,691.00		
Other Incentive	2,209.00		
Comp-off Arrear	507.00		
Sub-Total	**17,929.00**	**Sub-Total**	**1,851.00**

Net Payment in Rupees: 16,078.00
(In Words): Rupees Sixteen Thousand Seventy Eight only.

******* This is a computer generated payslip and does not require signature and stamp *******

ZEDVOX LEARNING

NIRVODAY PVT LTD

Date: 15-Dec-23

Name: **Kommareddy bala sruthi**
Email: **sruthikommareddy13@gmail.com**
Mob No: **9603050207**

OFFER LETTER

Dear Sruthi,

Congratulations! ZEDVOX Learning is pleased to extend you a conditional offer of employment for the position of **Business Development Associate - Online Sales**.

Out of the many candidates you are selected to join the ZEDVOX Learning to work at India's Top Live Online Skill Development Classes Platform. We are excited for you to formally begin working with us.

Salary: We confirm offering annual compensation of **612000**per annum
Including variable component.

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 2nd week of the subsequent month. The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

Timings: You will observe the timings prevalent in the establishment or establishments where your services are made use of. The normal working days are Monday to Saturday (Sales Shift).
Role Location: Remote

BDA WORK STRUCTURE:

- All leads will be Managed by you.
- You May have to collaborate with institution for career counselling and collaboration.
- You have to deliver more than 12 session Per Week and close Deal from it
- You will be responsible for session and closing of deal.

Probation Period: You will be on probation for 90 Days during which your performance will be reviewed. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason.

Covid Protocols: You are expected to take personal responsibility when it comes to vaccination and follow Covid safety protocols while working.

By accepting this offer your wok will commence from **20-Dec-23.** You will be absorbed with a full-time employment contract which is subject of clearance of all the assessments during **19 days OJT** Tenur

which leads to termination of contract at any stage with no obligation from both the parties.

This job offer is contingent upon the following:

✓ Completion of **19 Days OJT program** and given target.

✓ Good coordination with the Senior as well as with the Customer.

✓ Keeping a proper track of Customer and reporting it to the Seniors.

✓ Execution of an employment/non-compete/confidentiality agreement.

OJT WORK STRUCTURE/ TARGET:

- All leads will be Managed by you.
- During 19 days OJT all sales\deal should be done.
- You have to collaborate with Coaching institution for career counselling.
- You have to deliver at least 30+ session and close the deal from it
- You will work from home but you may have to go out to coaching for product demonstration & collaboration.
- Calling during OJT will be done by BDT'S alternate Mobile No.
- You will be managing the session and closing of Deal during OJT.

As the above contingencies are successfully completed and you have to submit the statutory KYC documents namely PAN, Aadhar and Bank Account details then you will be appointed as a full-time employee as per the offered role. Failure to provide appropriate documentation before completion of starting will result in immediate termination of employment in accordance with the terms of contract.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to termination without prior notice.

Non-Compete. You shall ensure that during the Non-Compete Period, refrain from directly or indirectly (including but not limited to as an employee, consultant, independent contractor, partner, shareholder, member or in association with any other Person or in any other capacity) carrying on, setting up, soliciting on behalf of, rendering any services to, engaging in, guaranteeing any obligations of, extending credit to, or having any ownership interests in or other affiliation in any Competing Business within the territory of India.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Schedule I

Schedule -1			
Designation:	**Business Development Associate - Offline Sales**		
Department:	**Sales**		
(A)	**Salary Components**	**INR (p.m.)**	**INR (p.a.)**
I	Basic	10000	120000
II	HRA	-	-
III	LTA	-	-
IV	Book and Periodicals	-	-
V	Communication Reimbursement	3000	36000
VI	Special Allowance	13000	156000
GROSS INCOME		26000	312000

Indemnity: You agree to defend and hold harmless the company and its officers, directors, employees, agents, successors and assigns of the company ("Indemnified Parties") from and against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs or expenses of whatever kind, including reasonable attorneys; fees and the costs incurred by such the company or Indemnified Parties that arise out of or relate to any breach of any of its representations, warranties, covenants or obligations.

You agree that in no event, and at no time during the Term of this Agreement or at any time thereafter, shall disparage, denigrate, slander, libel or otherwise defame the company, its businesses, services, employees, personnel, agents, or representatives.

Retention bonus

Rs 50k PA Retention bonus for the candidates, paid as part of monthly salary or in kind on quarterly basis as per your performance and it can be increased aur decreased as it is not a part of basic salary.

*Active days is calculated as any day on which the employee gets attendance

Note:

There will be a minimum input criterion e.g., achieving sales target, task completion andcustomer conductions and a minimum of 50% of sales output should be achieved, otherwise loss of pay would be considered accordingly. The organization reserves the right to change policies based on thebusiness requirements from time to time.

You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law and loss of pay would be considered if minimum input criteria are not achieved.

Please indicate your acceptance of our offer by signing below and returning one copy of the letter to me no later than **15-DEC-23** If you have any questions about this offer, write back to us at hr@zedvox.com

Payout for 19 days OJT Certification period

The company is committed to investing its resources in the training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills obtained during Training to maximize the positive impact of the learnt skills in your assigned key results. Only those candidates who get **certified** in the training evaluation will be appointed in the organization. Considering the significant investment that the training represents, only those who earn training **certification** will be paid **INR 5000** For the training cum evaluation period. However, if you **don'tqualify** the training certification then you will Get Pay according to unit of sale done during OJT But if **youquit** the training mid-way or **don't do any sales** then neither you nor the company is liable to compensate for the training cum certification Period.

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Sincerely,
On Behalf of ZEDVOX Learning



JAVED KHAN
(CRO)
Authorized Signatory

I have read and understood the provisions of this offer of employment, and I accept the above conditional job offer. I understand that my employment with Nirvoday Pvt. Ltd. (ZEDVOX Learning) is considered at will, meaning that either the company or I may terminate this employment relationship at any time with or without cause or notice.
This offer shall remain open until **15-DEC-23** Any acceptance postmarked after this date will be considered invalid.

Date: _____

Signature: _____

Dated: 15th December, 2023

To
Ms. Koppula Gnana Sri,
Andhra Pradesh, India

Dear Gnana Sri,

Sub:- Letter of Offer cum Internship Confirmation – Reg.

With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of **Intern – Customer Support** in our organization and your monthly stipend of INR. 15,000/- (Rupees Fifteen Thousand only). Your internship period will be for Three months from the date of joining. Based on the performance and requirement of position, your internship will be extended or converted to full time.

Initially you will be placed/based at **Hyderabad** as your head quarter and covers assigned territory, and you will be responsible and reporting to **Team Lead.**

In accordance with the administrative requirements of the company, we request you to kindly submit the following documents.

1. Certificates in support of your educational qualifications (10th standard to Graduation)
2. Two Passport Sized color photographs
3. Proof of Identity & Address.
4. Reference name, address & contact number.

You are advised to join us on or before **18th December, 2023**. If you fail to join us as advised, this letter of offer stands cancelled.

For Sids Farm Private Limited

J. Kishore Kumar

SIDS FARM PRIVATE LIMITED

Kishore Indukuri
Managing Director

I accept the offer of appointment on the above terms. Signature:

…… Date: ……

ONBOARDING GUIDELINES

Date of Joining: 18-12-2023

Reporting Time: 10 am

Reporting To: Nagurvali HR

Mobile No & Email: 8309080683 | nagurvali.shaik@sidsfarm.com

Reporting Venue: 7th Floor, Vijay Sai Towers, Vivek Nagar, Kukatpally, Hyderabad, Telangana 500072.

Landmark: Reliance Digital | Pillar No. An 820

Google Location Link: https://maps.app.goo.gl/ShojpYFE7FBWnZwQ8

Nearest Bus Station: Kukatpally (BJP Office)

Nearest Metro Station: Kukatpally

Nearest Airport: RGIA – Shamshabad

Cab Services: OLA | UBER

Emergency contact: 9346621357 / 9581484999 – HR

DAY 1 onboarding plan:

- Joining formalities
- Frontline Team introduction
- Office Tour
- Other formalities

Employment offer letter

Thursday, 4th May 2023

Plantix Agritech India Private Limited

Phone: +91 9630009201 | CIN: U72900MP2018FTC045678

Registered Office
101, A UG-3 Radhakrishna Complex,
10/1 Manoramaganj, Geeta Bhawan Square,
A.B Road, Indore (M.P)–452001, India

Global Headquarters
PEAT GmbH,
Kastanienallee 4, 10435
Berlin, Germany

India Headquarters
2nd floor, Sky Space,
PU-4,
Scheme no. 54, Vijaynagar
Indore, 452011, MP

Please sign all pages

To

Kuchanapally Maheshwari

H.No 2-58 shivalayam colony , opposite SBI Bank , Dabilpur,Medchal-500101

INDIA-Telangana

Email: kuchanapallymaheshwari@gmail.com

Ph No: 7330818503

Dear **Kuchanapally Maheshwari,**

Sub: Offer to join us as "District Sales Officer"

In continuation with the interactions you had with us we are extremely happy to offer you a permanent position with us as **"District Sales Officer"** reporting to "**Nelluri Gopichand",** effective from the **17th May 2023.** Base Location: **"Hyderabad".**

We are committed to giving you a truly unique and rewarding professional developmental experience, as we aspire to grow this company into an innovative enterprise that conceptualizes and commercializes revolutionary products. In return, as a key stakeholder in our company, we expect you to adhere to the highest standard of professional ethics and offer your highest commitment and intellect in your everyday professional life.

The details of your role and the employment package are elaborated in this letter. You are encouraged to share this letter to members of your family and close associates so that they get a flavor of the culture of our Company and our outlook towards our colleagues. We believe this decision is going to be a positive game changer in your career, so enjoy good time reading through.

your compensation & benefits

The role gives you an annual package of Rs. **2,75,000/-** per annum.

Fixed annual pay of **Rs. 2,75,000/-**

This will be prorated for the number of days worked and payable around the 1st of the succeeding month. Your pay breakup shall be as tabled below, and the net pay is subject to prevailing tax laws and indicative only.

Component	Yearly	Monthly
Basic	137,500	11,458
HRA	55,000	4,583
Conveyance	19,200	1,600
Children Education Allowance	2,400	200
Medical Allowance	15,000	1,250
Statutory Bonus	0	0
Special Allowance	45,900	3,825
CTC (A)	**275,000**	**22,917**
Statutory / Tax Saving Benefits (B)		
Employee Provident Fund	21,600	1,800
Employer Provident Fund	21,600	1,800
Statutory Deductions (C)		
Professional Tax	2,500	208
Net Pay (A-B) Before Income Tax deduction	**229,300**	**19,109**

Stock Options :

At Plantix, we strive to reward high performers by making them part of the company ESOP program. Currently, **Not Awarded** as part of this employment however we will evaluate this in the coming months /years based on the impact you make in the role. Hence, we wish you good luck!

Medical Insurance :

You will also be entitled for a comprehensive group medical insurance with a floater sum insured of INR 4 lakhs for self, spouse and up to 2 children. The Cost for the same will be borne by the company. You will also be covered under the ICICI Lombard Accidental Policy of INR 10 Lac.

Investments & Tax Impact :

You will be responsible for declaring your investments on our Zoho portal and submitting sufficient proofs of the same to positively impact your tax deductions. HR will notify this through the portal and/or email from time to time during your journey.
It will be your sole responsibility to file your tax returns and we shall issue TDS certificates for the same.

Official Travel : Needless to say, all business expenses made for travel to clients, meetings, conferences outside your base location (unless otherwise stated), other than travel to office shall be reimbursed as per Company Travel and Expense Policy.

Chilling away from work

Plantix is a people first company and believes in offering a high level of work-life balance for our colleagues to build a great company. We generously help you rejuvenate, refreshen your minds periodically to stay creative & enthusiastic on a consistent basis. You will be entitled to **28 Annual Leaves** (prorated) in a financial year with full pay. A detailed leave policy document will be shared upon your joining.

your role

Roles & Responsibilities

- Calling to the agri retailers, onboarding registrations, activating them, resolving their problems etc. for the order process.
- Responsible for B2B sales inquiries and B2B sales orders.
- Ensure to grow retailers business and payment collection effectively
- Educate Agri Retailers about our products, process, service and onboard them.
- Brief the retailers about the prospects and share all the required information about various agro chemical products and maximize sales through calling.
- Respond to customer concerns or questions.
- Meet the sales target to ensure optimal productivity and efficiency.

your journey evaluation

You will go through consistent appraisals, the first of which would be carried out close to your completing **6 months** in the company as a probation completion. The appraisals are on an annual basis that will include discussions including revision of designation, role, location and compensation (where applicable).

These appraisals will be structured roughly along the core elements

- Targeted Revenue
- Query Resolution Rate
- Tools & Compliance
- Calls Quality & Volumes

company policies and values

- This arrangement of employment will have a probationary period of **6 months** and after successful completion of the said period, your employment will get confirmed with us
- In case of a normal separation from the company, it would be a mutual **15 days** of notice period during probation and **30 days** after probation, respectively. The same can be reduced or extended depending on the criticality of the role in the business which may be mutually agreed by both employee and employer, making a payment in lieu of notice.

- We do not expect you to be micromanaged. The company places utmost trust in you and hence will not monitor your day-to-day activities.
- Our company will treat members as colleagues and not as resources (in fact we would minimize the use of the term employees)
- Our company will endeavor to not work on weekends. However, based on the criticality of your role, you may be requested to accommodate working on saturdays based on your manager's need for crucial work
- A typical working week is expected to have 45 working hours (including lunch and breaks). All of us start daily work anytime before 10.30 AM with a minimum 8 hrs each day, as long as that flexibility does not impinge on any other calendar commitments of any colleague within the company.
- Our company encourages you to lead a balanced life and encourages you to undertake at least one sporting / fitness-related / cultural activity. Our company is in favor of an efficient, waste free work life rounded off with a personal life as opposed to long, tiring, inefficient hours in the workplace.
- Our company will provide you with the best information technology infrastructure to enable effectiveness at the workplace.
- In addition to the above, carefully read through the detailed terms and conditions that will be shared along with this letter.

offer validity

This offer is subject to acceptance of joining full-time from **17th May 2023.** Hence, you are requested to confirm your acceptance by e-signing and sending us a copy of this letter on or before **6th May 2023.**

We do hope you would accept this offer and be amidst us very soon. If you have any questions on your role or on any other aspect of this offer, please contact the HR team.

Yours truly,



Sainath Sreenivasan

Vice President - People & Culture

Kuchanapally Maheshwari

District Sales Officer

APPOINTMENT LETTER

10 October, 2023

Dear **M. Pravallika,**
Resume ID - **27485537**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-TG-Hyderabad.** However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 80000**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

Signed by M. Pravallika | pravallikamiryala@gmail.com | 10-10-2023 05:48:03 PM IST | 122.171.93.127

4. **Leaves:**
You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

5. Term:

Employment period shall commence on **11 October, 2023** and You will join as a confirmed employee.

1. Your employment with the Company shall be terminable, without reasons, by either party giving two-months notice .The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time. .
2. During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement, the company reserves the right to terminate your employment in accordance with the bench policy. If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Wipro and have voluntarily abandoned your services. In such a case, your employment with Wipro will stand terminated. In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation

6. **Retirement:**

You will automatically retire on attaining the age of 58 years.

Signed by M. Pravallika | pravallikamiryala@gmail.com | 10-10-2023 05:48:03 PM IST | 122.171.93.127

7. **Confidentiality:**

1. During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any information or materials.
2. During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.
3. You shall therefore regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.
4. You shall not directly or indirectly, engage or assist others to engage in, any activity or conduct that violates the provisions of this Clause.
5. You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.
6. You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.
7. You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.
8. You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all memoranda, notes, plans, records, reports, computer tapes and software and other documents and data (and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

Signed by M. Pravallika | pravallikamiryala@gmail.com | 10-10-2023 05:48:03 PM IST | 122.171.93.127

You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

8. Non - Compete

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation

9. **Whilst employed by the company, you:**

1. Will not engage in any external activities of a commercial nature
2. Will not engage in any activity of a non-commercial nature without prior written approval of the Company.
3. Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.
4. Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.
5. You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.
6. Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

Other Provisions

1. **Language**. This appointment letter was originally drafted in the English language. If it is translated into any language other than English, the provisions of the original English language version shall control in the case of any asserted conflict in terms.
2. **Governing Law**. This appointment shall be governed by and interpreted in accordance with the laws of India.
3. You shall be governed by the “Service Agreement” as applicable to you

Signed by M. Pravallika | pravallikamiryala@gmail.com | 10-10-2023 05:48:03 PM IST | 122.171.93.127

10. Declaration of Nationality

You are required to declare your nationality to your recruiter immediately as non-Indian passport/OCI/POI holders are governed by different guidelines as per the Employees' Provident Fund Organization**.** The Provident fund computation differs for employees holding a non-Indian passport. In absence of any declaration, nationality will be deemed as Indian. Any discrepancy highlighted in nationality post joining and requiring change in provident fund computation will be considered for modification prospectively. Wipro will not be responsible for retrospective liability. . Kindly update and validate your nationality in The DOT. post your onboarding.

11. Work Allocation

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments at any of the Wipro or Wipro's client locations based on project/assignment's requirement as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your employment or other disciplinary action.

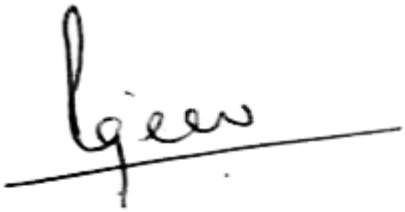
12. Government Employment Policy

If you were engaged and worked in capacity of a Government employee, you are required to comply by the cooling off period clause of 12 months from the date of retirement prior to accepting offer from a private Sector / Commercial offer and you shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any government Organization/ Entity/ Department or Individual , which are or shall be in conflict with the interests of Wipro during your employment with Wipro.

It is understood that your date of joining **Wipro Limited**, will not be later than **11 October, 2023** failing which this offer will automatically stand revoked without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

Yours faithfully,
For Wipro Limited.



Rajeev Menon
Vice President Talent Acquisition

Signed by M. Pravallika | pravallikamiryala@gmail.com | 10-10-2023 05:48:03 PM IST | 122.171.93.127

I accept the terms of this letter.

Signature: E-Signature Signature

Date: E-Signature Date

Name: M. Pravallika

ANNEXURE I

Name	**M. Pravallika**
Designation	**Associate**
Date Of Joining	**11 October, 2023**
Level	**AA**
Basic	**80000**
House Rent Allowance	**40000**
Bonus	**16800**
WBP	**39327**
PF	**14301**
Gratuity	**3848**
ESI	**5724**
Target Cost To Company (INR per Annum)	**200000**

Signed by M. Pravallika | pravallikamiryala@gmail.com | 10-10-2023 05:48:03 PM IST | 122.171.93.127

ANNEXURE II

CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro.
Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

Signed by M. Pravallika | pravallikamiryala@gmail.com | 10-10-2023 05:48:03 PM IST | 122.171.93.127

ANNEXURE III

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **M. Pravallika**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks and medical checks
3. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.
I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: M. Pravallika

Signature: E-Signature Signature

Signed by M. Pravallika | pravallikamiryala@gmail.com | 10-10-2023 05:48:03 PM IST | 122.171.93.127

ANNEXURE IV

CONSENT FOR RANDOM OR REASONABLE SUSPICION DRUG TEST

I am aware that Wipro has a policy which stipulates that employees while at work cannot be under the influence of any narcotic drugs, psychotropic substances and/or alcohol so as to ensure a healthy work force. To ensure the adherence of this policy, Wipro might be required to collect specimen of employee's hair, urine, blood, or any other relevant bodily sample, as may be required (hereinafter the "Sample") and submit it for drug test screening (hereinafter "Test").

I hereby **M. Pravallika**, consent to allow Wipro Limited (hereinafter "Wipro") to collect Sample from me for the Test.

In furtherance of the above stated:

1. I understand that the Test shall be conducted on random basis without any prejudice to anyone.
2. I authorize Wipro to share the Sample with Wipro's authorized vendor for the purpose of processing the Sample and making the result available to Wipro.
3. I understand that Wipro provides adequate security measures to safeguard the information resultant from the Test and all other personal data associated with it.
4. I understand that neither Wipro nor any authorized third party under clause (3) above shall retain the data collected in respect of the Test for period no longer than as required for statutory purposes and the data shall be suitably destroyed thereafter.
5. I understand that Wipro is entitled to initiate suitable actions against me including but not limited to disciplinary action based on the Test results.
6. I understand that Wipro may notify and publish the information resultant or ancillary to the Test if obliged under law to do so.

Name: M. Pravallika

Signature: E-Signature Signature

Place: IN-TG-Hyderabad

Date: E-Signature Date

Please note: More details on the above-mentioned policies are available on My Policies Section in The DOT. which is accessible on joining.

Signed by M. Pravallika | pravallikamiryala@gmail.com | 10-10-2023 05:48:03 PM IST | 122.171.93.127

Dt. 08-01-2024

To
The District Incharge,
TS Oilfeed..,
Yadadri- Bhuavangiri

Respected Sir,

Sub: Joining Report as Oil Palm Monitoring Officers Yadadri- Bhuavangiri joining report reg.

I P.Akarsha submit that as per instructions of Managing Director TS Oil Feed Hyd. I am reporting to duty as Oil Palm Monitoring Officer Yadadri- Bhuavangiri today on date:08/01/2024. I am here with submitting my resume.

Kindly permit me to join the duty today 08-01-2024.FN

Thanking you Sir,

Yours faithfully,
P.Akarsha

Sri Chaitanya School
CBSE Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

Kompally 5

IDENTITY CARD

2023-24



Pulluru Shilpa

Designation : Biology Teacher

EMP ID : HYD360993

PHONE : 6304047141

Sy.No.86/9, Beside Navatha Transport,
Kompally - 500010

Employment

offer letter

Thursday, 4th May 2023

plantix
grow smart.

Plantix Agritech India Private Limited

Phone: +91 9630009201 | CIN: U72900MP2018FTC045678

Registered Office
101, A UG-3 Radhakrishna Complex,
10/1 Manoramaganj, Geeta Bhawan Square,
A.B Road, Indore (M.P)-452001, India

Global Headquarters
PEAT GmbH,
Kastanienallee 4, 10435
Berlin, Germany

India Headquarters
2nd floor, Sky Space,
PU-4,
Scheme no. 54, Vijaynagar
Indore, 452011, MP

Please sign all pages

plantix
grow smart.

To

Thadisina Sowmya

H.No.4-55,Jaggamguda,Near Grampanchayat,Main Road,Mudchinthalpally,Medchal

Malkajgiri -500101

INDIA-Telangana

Email: reddysowmya008@gmail.com

Ph No: 6309378209

Dear **Thadisina Sowmya,**

Sub: Offer to join us as "District Sales Officer"

In continuation with the interactions you had with us we are extremely happy to offer you a permanent position with us as **"District Sales Officer"** reporting to **"Nelluri Gopichand",** effective from the **17th May 2023.** Base Location: **"Hyderabad".**

We are committed to giving you a truly unique and rewarding professional developmental experience, as we aspire to grow this company into an innovative enterprise that conceptualizes and commercializes revolutionary products. In return, as a key stakeholder in our company, we expect you to adhere to the highest standard of professional ethics and offer your highest commitment and intellect in your everyday professional life.

The details of your role and the employment package are elaborated in this letter. You are encouraged to share this letter to members of your family and close associates so that they get a flavor of the culture of our Company and our outlook towards our colleagues. We believe this decision is going to be a positive game changer in your career, so enjoy good time reading through.

Sowmya

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your compensation & benefits

The role gives you an annual package of Rs. **2,75,000/-** per annum.

Fixed annual pay of **Rs. 2,75,000/-**

This will be prorated for the number of days worked and payable around the 1st of the succeeding month. Your pay breakup shall be as tabled below, and the net pay is subject to prevailing tax laws and indicative only.

Component	Yearly	Monthly
Basic	137,500	11,458
HRA	55,000	4,583
Conveyance	19,200	1,600
Children Education Allowance	2,400	200
Medical Allowance	15,000	1,250
Statutory Bonus	0	0
Special Allowance	45,900	3,825
CTC (A)	**275,000**	**22,917**
Statutory / Tax Saving Benefits (B)		
Employee Provident Fund	21,600	1,800
Employer Provident Fund	21,600	1,800
Statutory Deductions (C)		
Professional Tax	2,500	208
Net Pay (A-B) Before Income Tax deduction	**229,300**	**19,109**

Soumya

Stock Options :

At Plantix, we strive to reward high performers by making them part of the company ESOP program. Currently, **Not Awarded** as part of this employment however we will evaluate this in the coming months /years based on the impact you make in the role. Hence, we wish you good luck!

Medical Insurance :

You will also be entitled for a comprehensive group medical insurance with a floater sum insured of INR 4 lakhs for self, spouse and up to 2 children. The Cost for the same will be borne by the company. You will also be covered under the ICICI Lombard Accidental Policy of INR 10 Lac.

Investments & Tax Impact :

You will be responsible for declaring your investments on our Zoho portal and submitting sufficient proofs of the same to positively impact your tax deductions. HR will notify this through the portal and/or email from time to time during your journey.
It will be your sole responsibility to file your tax returns and we shall issue TDS certificates for the same.

Official Travel : Needless to say, all business expenses made for travel to clients, meetings, conferences outside your base location (unless otherwise stated), other than travel to office shall be reimbursed as per Company Travel and Expense Policy.

Chilling away from work

Plantix is a people first company and believes in offering a high level of work-life balance for our colleagues to build a great company. We generously help you rejuvenate, refreshen your minds periodically to stay creative & enthusiastic on a consistent basis. You will be entitled to **28 Annual Leaves** (prorated) in a financial year with full pay. A detailed leave policy document will be shared upon your joining.

Soumya

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your role

Roles & Responsibilities

- Calling to the agri retailers, onboarding registrations, activating them, resolving their problems etc. for the order process.
- Responsible for B2B sales inquiries and B2B sales orders.
- Ensure to grow retailers business and payment collection effectively
- Educate Agri Retailers about our products, process, service and onboard them.
- Brief the retailers about the prospects and share all the required information about various agro chemical products and maximize sales through calling.
- Respond to customer concerns or questions.
- Meet the sales target to ensure optimal productivity and efficiency.

your journey evaluation

You will go through consistent appraisals, the first of which would be carried out close to your completing **6 months** in the company as a probation completion. The appraisals are on an annual basis that will include discussions including revision of designation, role, location and compensation (where applicable).

These appraisals will be structured roughly along the core elements

- Targeted Revenue
- Query Resolution Rate
- Tools & Compliance
- Calls Quality & Volumes

company policies and values

- This arrangement of employment will have a probationary period of **6 months** and after successful completion of the said period, your employment will get confirmed with us
- In case of a normal separation from the company, it would be a mutual **15 days** of notice period during probation and **30 days** after probation, respectively. The same can be reduced or extended depending on the criticality of the role in the business which may be mutually agreed by both employee and employer, making a payment in lieu of notice.

Soumya

- We do not expect you to be micromanaged. The company places utmost trust in you and hence will not monitor your day-to-day activities.
- Our company will treat members as colleagues and not as resources (in fact we would minimize the use of the term employees)
- Our company will endeavor to not work on weekends. However, based on the criticality of your role, you may be requested to accommodate working on saturdays based on your manager's need for crucial work
- A typical working week is expected to have 45 working hours (including lunch and breaks). All of us start daily work anytime before 10.30 AM with a minimum 8 hrs each day, as long as that flexibility does not impinge on any other calendar commitments of any colleague within the company.
- Our company encourages you to lead a balanced life and encourages you to undertake at least one sporting / fitness-related / cultural activity. Our company is in favor of an efficient, waste free work life rounded off with a personal life as opposed to long, tiring, inefficient hours in the workplace.
- Our company will provide you with the best information technology infrastructure to enable effectiveness at the workplace.
- In addition to the above, carefully read through the detailed terms and conditions that will be shared along with this letter.

offer validity

This offer is subject to acceptance of joining full-time from **17th May 2023.** Hence, you are requested to confirm your acceptance by e-signing and sending us a copy of this letter on or before **6th May 2023.**

We do hope you would accept this offer and be amidst us very soon. If you have any questions on your role or on any other aspect of this offer, please contact the HR team.

Sowmya

Sri Chaitanya School

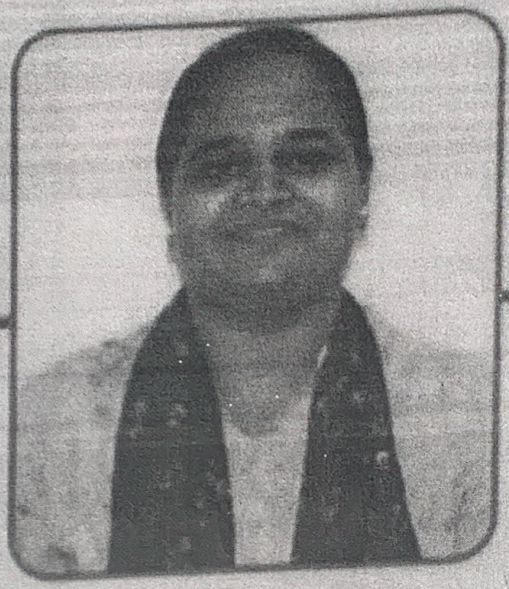
CBSE Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

Kompally 5

IDENTITY CARD

2023-24



Twinkle Upadhyay

Designation : English Teacher

EMP ID : HYD276733

PHONE : 9177605811

Sy.No.86/9, Beside Navatha Transport,
Kompally- 500010

INTERNATIONAL CROPS RESEARCH
INSTITUTE FOR THE SEMI-ARID TROPICS

Ms Varsha Reddy Patlolla
H.No- 23-9/27/A1
Sri Nilayam
Vinayak Nagar
RC Puram
Patancheru

Dear Ms Varsha:

Affiliation as an Intern

With reference to your application, we are pleased to accept you at the International Crops Research Institute for the Semi-Arid Tropics (ICRISAT) as an **Intern** for **3 months** starting from **24 October 2023.** Your project work on **Developing Early-Maturing Chickpea Varieties** will be under the supervision of Dr Rakesh K Srivastava, Principal Scientist – I, Genomics, Pre breeding & Bioinformatics, Research Program-Accelerated Crop Improvement.

During your project work at ICRISAT, you will be self-supported for all your travel, accommodation, food expenses and insurance (both medical and accidental). You will be provided access to our research facilities.

This is a conditional offer letter and is valid based on you having relevant educational and ID proof documents as required while reporting to Learning Systems Unit (LSU), ICRISAT.

Please note, you should report at ICRISAT on or before **24 October 2023**, any delay due to any legitimate reason should be informed to and agreed by LSU, ICRISAT.

Your affiliation as an **Intern** is subject to your acceptance of the following terms and conditions.

1. **Obligations**

1.1 You shall perform the services and carry out your obligations hereunder with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices and safe methods during the assignment. Your attendance at the workplace should be a minimum of 85% of the working days to be eligible for a certificate of completion.

1.2 **Intellectual Property Rights**

1.2.1 Intellectual Property includes all forms of Intellectual Property, both statutory and non-statutory. It shall include, but is not limited to Patents, Trademarks, Copyrights and Trade Secrets.

1.2.2 In relation to your research assignment with ICRISAT, all rights related to the Intellectual Property rights defined above, wherever produced and used, including written works, software, shall be the property of ICRISAT. Data and results arising from your research assignment with ICRISAT shall be the sole property of ICRISAT, subject to the appropriate acknowledgement of all contributors. To disclose this Intellectual Property, you shall obtain written authority to do so from the Director General. All such Intellectual Property, where identified as confidential, shall be held as confidential and shall not be disclosed to third parties without the express permission

of ICRISAT.

1.2.3 After completion of ICRISAT's research assignment, for whatever reason, any rights that form part of the definition above acquired during the time of research assignment interaction with ICRISAT shall continue to be the property of ICRISAT.

1.2.4 Any and all aspects of these provisions are subject to revision by ICRISAT. The terms and conditions of this research assignment may be amended as needed. Such amendments will take immediate effect and will render null and void any previous conflicting provision.

1.2.5 Infringement of any of these rights during the period of research assignment by unauthorized publication and/or dissemination in any form, may result in termination of this research assignment with ICRISAT, without prejudice whatsoever for ICRISAT to institute legal proceedings to safeguard its interests. This obligation does not cease upon end of this research assignment.

1.3 You are not empowered to commit ICRISAT either expressly or by implication to any future course of action or liabilities financial or otherwise.

1.4 You will be subject to the lines of authority, policy, procedures, budgetary controls and norms of behavior of ICRISAT during the period of research assignment.

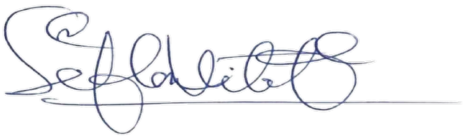
1.5 In performing the obligations, duties, and responsibilities of this research assignment, you will be responsible for complying with all applicable requirements, laws, rules and regulations of India, the host country of ICRISAT.

1.6 ICRISAT has mandated Open Access policy for all scholarly and scientific publications, and a pre-print of an accepted publication should be made available in the online archives of ICRISAT.

You will not be an ICRISAT staff member and therefore not subject to ICRISAT Personnel Policy. However, you shall conduct yourself in a manner befitting the status of a staff member of an International Institute. You shall avoid any action, in particular any kind of public pronouncement that may adversely reflect on the integrity, independence and impartiality that are required for your status or that of ICRISAT.

If the foregoing terms are acceptable, please sign the attached copy of this letter, and return to us as explicit indication of your complete understanding and acceptance within the next 5 days. We look forward to a mutually rewarding collaboration with you.

Regards,



Date: 19 October 2023

Victor Afari-Sefa
Global Research Program Director
Enabling Systems Transformation

***

I hereby accept the above terms and conditions.

Date: _____

Varsha Reddy Patlolla

Zoho Sign Document ID: DF9B32947-M9EKMMB-N8Q5IMYLLVNVDJLIHIGNDW1KYIQCO_L9ECS

FARMREACH TECHNOLOGIES

Date: January 30, 2024

Dear Ms. SRIYA RAO,
Email – sriyarao27@gmail.com
Mobile – **+91 8688471709**

Congratulations!

Further to your application for an internship with Farmreach Technologies Private Limited, Hyderabad, we are delighted to offer you internship for a period of 1 month, starting from 30 January 2024.

During your internship, you will be under the supervision of **Mr. PRADEEPRAJ YUVARAJ**. You will be entitled to a stipend of Rs. 12,000.00 per month.

Your engagement will be governed by the rules, regulations, and policies of the Company.

The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

Kindly sign the below acceptance, as a token of your irrevocable acceptance.

We welcome you to Farmreach and wish you a long, rewarding and fulfilling career ahead.

Look forward to your joining.

Yours sincerely,

For and on behalf of
Farmreach Technologies Private Limited,

Pradeep Raj Y

Feb 04 2024 19:35 IST
Pradeepraj Yuvaraj
CEO

Acceptance: I have read, understood, and give my irrevocable consent to the terms and conditions as set forth in this offer letter dated 30th January 2024, and the annexure to the same.



Name V.Sriya
Date: Jan 31 2024 14:28 IST
Location: Hyderabad

Zoho Sign Document ID: DF9B32947-M9EKMMB-N8Q5IMYLLVNVDJLIHIGNDW1KYIQCO_L9ECS

FARMREACH TECHNOLOGIES

ANNEXURE: List of Documents Required

- Copy of Aadhaar Card or copy of receipt of Aadhaar enrolment number.
- PAN card copy
- Copy of internship permission letter from the institute (if applicable)
- Proof of Bank account details

FARMREACH Technologies Pvt. Ltd.
Office Address: Plot No: 343, Mathrusri Nagar,
Miyapur, Hyderabad, Telangana - 500 049.
www.farmreach.org

Krishna Kuch... 11:31 AM

to me

From: Burri Ramulu <burri.ramulu@crystalcrop.com>
Sent: Wednesday, December 27, 2023 12:11 PM
To: Krishna Kuchadi Rao <krishna.rao@crystalcrop.com>
Subject: Appointment Letter

Dear Krishna Jii

Please find attached Documents of Y.Rachna reddy Appointment Letter

Thanks and Regards
Burri Ramulu | OFFICER - SEEDS INVENTORY | 9133131300





Crystal Crop Protection Limited

B-95, Wazirpur Industrial Area, New Delhi,110052,

Tel: +91-11-49007100, www.crystalcropprotection.com

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RENKUBE
8 B, "Siddhi Vinayaka", 2nd Phase, 2nd Block, Nagarbhavi Ring Road,
Bangalore 560 072, INDIA
Ph: +91-80-2318 2272

Internship Offer Letter

Dear Rajesh,

On behalf of Renkube Private Limited, I am pleased to extend to you this offer of temporary employment as an Intern, reporting to Dr Lakshmi Santhanam from Renkube and to Dr Avil Kumar Kodary, Director, Water Technology, PJTSAU, Hyderabad. If you accept this offer, you will begin your internship with the Company on **January 29th 2024** and will be expected to work **40 hours** per week and will be working at the space allocated by Dr Avil at the Water Technology Department.

During internship you will be paid a renumeration of Rs 15,000 p.m. Your internship is expected to end on **April 30th 2024**.

However, your internship with the Company is "at-will," which means that either you or the Company may terminate your internship at any time, with or without cause and with or without notice. During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company and you undertake to assign any Intellectual property arising out of this association to the company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement. I hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to us at the earliest.

If you have any questions, please do not hesitate to contact me.

Yours truly,

Renkube Private Limited Bengaluru Karnataka

Name - ____Balaji Lakshmikanth Bangolae_____

Title – CEO, Renkube Private Limited

I accept employment with the Company on the terms and conditions set out in this letter.

Name MADISHETTY RAJESH KUMAR

Signature M. Rajesh Kumar. Date 31/01/2024.

SOWBHAGYA

SOWBHAGYA BIOTECH (P) LIMITED

An ISO 9001, 14001, OHSAS 45001& cGMP Certified Company

Date: 02.05.2023

To
N.Sathya Narayana Reddy
H.no: 7-86, Market Road,
Valigonda, Yadadri District 508112.
Mobile: 9652931535
Email: sathyanarayananalla123@gmail.com

Sub: Offer Letter.

Ref: Your Resume

With reference to your resume and subsequent discussions we had with you, we are pleased to offer you as " **Production Supervisor"** in our organization at Choutuppal Sy.No.418, Aregudem(v), Choutuppal(m), Yadadri(D), T.S. – 508252. And your services may be transferred to our Plants located at Hyderabad / Toopran if required.

You will be paid a Gross Salary of **Rs. 15,000/-** (Rs. Fifteen Thousand Only) per month inclusive of all subject to statutory deductions.

You will be on probation for initial period of 3 months after that you will get confirmation based on your performance. Company will have the right to terminate in the probation period without any notice and reason.

Please confirm your acceptance within a week and ensure that report for duties on or before 05.05.2023.

Looking forward for your long term and peaceful association with us.

Please let us know your acceptance by return mail.

Wishing you all the success!!

For **Sowbhagya Biotech Pvt Ltd**

(Authorized Signatory)

SOWBHAGYA BIOTECH PVT. LTD. Hyderabad

Employment offer letter

Thursday, 4th May 2023

Plantix Agritech India Private Limited

Phone: +91 9630009201 | CIN: U72900MP2018FTC045678

Registered Office
101, A UG-3 Radhakrishna Complex,
10/1 Manoramaganj, Geeta Bhawan Square,
A.B Road, Indore (M.P)–452001, India

Global Headquarters
PEAT GmbH,
Kastanienallee 4, 10435
Berlin, Germany

India Headquarters
2nd floor, Sky Space,
PU-4,
Scheme no. 54, Vijaynagar
Indore, 452011, MP

Please sign all pages

To

Balaram Palangthod

1-3-131,Bajan mandir,No 2 basthi,Yellandu,Bhadradri kothagudem,Malkajgiri -507123.

INDIA-Telangana

Email: balaram.palangthod@gmail.com

Ph No: 9100701256

Dear **Balaram Palangthod,**

Sub: Offer to join us as "District Sales Officer"

In continuation with the interactions you had with us we are extremely happy to offer you a permanent position with us as **"District Sales Officer"** reporting to "**Nelluri Gopichand",** effective from the **17th May 2023.** Base Location: **"Hyderabad".**

We are committed to giving you a truly unique and rewarding professional developmental experience, as we aspire to grow this company into an innovative enterprise that conceptualizes and commercializes revolutionary products. In return, as a key stakeholder in our company, we expect you to adhere to the highest standard of professional ethics and offer your highest commitment and intellect in your everyday professional life.

The details of your role and the employment package are elaborated in this letter. You are encouraged to share this letter to members of your family and close associates so that they get a flavor of the culture of our Company and our outlook towards our colleagues. We believe this decision is going to be a positive game changer in your career, so enjoy good time reading through.



your compensation & benefits

The role gives you an annual package of Rs. **2,75,000/-** per annum.

Fixed annual pay of **Rs. 2,75,000/-**

This will be prorated for the number of days worked and payable around the 1st of the succeeding month. Your pay breakup shall be as tabled below, and the net pay is subject to prevailing tax laws and indicative only.

Component	Yearly	Monthly
Basic	137,500	11,458
HRA	55,000	4,583
Conveyance	19,200	1,600
Children Education Allowance	2,400	200
Medical Allowance	15,000	1,250
Statutory Bonus	0	0
Special Allowance	45,900	3,825
CTC (A)	**275,000**	**22,917**
Statutory / Tax Saving Benefits (B)		
Employee Provident Fund	21,600	1,800
Employer Provident Fund	21,600	1,800
Statutory Deductions (C)		
Professional Tax	2,500	208
Net Pay (A-B) Before Income Tax deduction	**229,300**	**19,109**



Stock Options :

At Plantix, we strive to reward high performers by making them part of the company ESOP program. Currently, **Not Awarded** as part of this employment however we will evaluate this in the coming months /years based on the impact you make in the role. Hence, we wish you good luck!

Medical Insurance :

You will also be entitled for a comprehensive group medical insurance with a floater sum insured of INR 4 lakhs for self, spouse and up to 2 children. The Cost for the same will be borne by the company. You will also be covered under the ICICI Lombard Accidental Policy of INR 10 Lac.

Investments & Tax Impact :

You will be responsible for declaring your investments on our Zoho portal and submitting sufficient proofs of the same to positively impact your tax deductions. HR will notify this through the portal and/or email from time to time during your journey.
It will be your sole responsibility to file your tax returns and we shall issue TDS certificates for the same.

Official Travel : Needless to say, all business expenses made for travel to clients, meetings, conferences outside your base location (unless otherwise stated), other than travel to office shall be reimbursed as per Company Travel and Expense Policy.

Chilling away from work

Plantix is a people first company and believes in offering a high level of work-life balance for our colleagues to build a great company. We generously help you rejuvenate, refreshen your minds periodically to stay creative & enthusiastic on a consistent basis. You will be entitled to **28 Annual Leaves** (prorated) in a financial year with full pay. A detailed leave policy document will be shared upon your joining.

your role

Roles & Responsibilities

- Calling to the agri retailers, onboarding registrations, activating them, resolving their problems etc. for the order process.
- Responsible for B2B sales inquiries and B2B sales orders.
- Ensure to grow retailers business and payment collection effectively
- Educate Agri Retailers about our products, process, service and onboard them.
- Brief the retailers about the prospects and share all the required information about various agro chemical products and maximize sales through calling.
- Respond to customer concerns or questions.
- Meet the sales target to ensure optimal productivity and efficiency.

your journey evaluation

You will go through consistent appraisals, the first of which would be carried out close to your completing **6 months** in the company as a probation completion. The appraisals are on an annual basis that will include discussions including revision of designation, role, location and compensation (where applicable).

These appraisals will be structured roughly along the core elements

- Targeted Revenue
- Query Resolution Rate
- Tools & Compliance
- Calls Quality & Volumes

company policies and values

- This arrangement of employment will have a probationary period of **6 months** and after successful completion of the said period, your employment will get confirmed with us
- In case of a normal separation from the company, it would be a mutual **15 days** of notice period during probation and **30 days** after probation, respectively. The same can be reduced or extended depending on the criticality of the role in the business which may be mutually agreed by both employee and employer, making a payment in lieu of notice.

- We do not expect you to be micromanaged. The company places utmost trust in you and hence will not monitor your day-to-day activities.
- Our company will treat members as colleagues and not as resources (in fact we would minimize the use of the term employees)
- Our company will endeavor to not work on weekends. However, based on the criticality of your role, you may be requested to accommodate working on saturdays based on your manager's need for crucial work
- A typical working week is expected to have 45 working hours (including lunch and breaks). All of us start daily work anytime before 10.30 AM with a minimum 8 hrs each day, as long as that flexibility does not impinge on any other calendar commitments of any colleague within the company.
- Our company encourages you to lead a balanced life and encourages you to undertake at least one sporting / fitness-related / cultural activity. Our company is in favor of an efficient, waste free work life rounded off with a personal life as opposed to long, tiring, inefficient hours in the workplace.
- Our company will provide you with the best information technology infrastructure to enable effectiveness at the workplace.
- In addition to the above, carefully read through the detailed terms and conditions that will be shared along with this letter.

offer validity

This offer is subject to acceptance of joining full-time from **17th May 2023.** Hence, you are requested to confirm your acceptance by e-signing and sending us a copy of this letter on or before **6th May 2023.**

We do hope you would accept this offer and be amidst us very soon. If you have any questions on your role or on any other aspect of this offer, please contact the HR team.



Yours truly,





Sainath Sreenivasan

Vice President - People & Culture

Balaram Palangthod

District Sales Officer

Letter

To,
dignitaries,

from,
Shaik mohammad shakir,
A passed out Bsc (hons) Agriculture student,
loyola academy degree and pg college,
oldalwal.

Respected sir/Ma'am, Mysel Shaik mohammad shakir, A passed out Bsc (hons) Agriculture student from loyola academy degree and pg college bearing UID:- 111711901 2095. Iam currently pursuing farming as a career and have future plans of stepping into IT coaching.

Thankyou.

yours sincerely,
shaik mohammad shakir.

A Deepthi
111720013001
Job - 3.4 lakh/annum



Strictly Private and Confidential

Date: 06/28/2023

Deepthi Adas
C12061481
H NO 4-40 ,Devaryamjal ,Shamirpet,Medchal-Malkajgiri,Telangana
8639342942

Dear **Deepthi Adas,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate
Management Level - 12
Job Family Group - Software Engineering

Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Candidate's Signature _____

Reference Id: 19f91b59-da88-4d17-909d-56268faec632_1
Signed By: MAHESH VASUDEO ZURALE

Name: A. Lakshmi naga durga.
UID: 111720013003
Package: 7.25 (CTC)

IntelliPaat
Software Solutions Pvt. Ltd.

AMR Tech Park 3, Ground
Floor, Tower B, Hongasandra
Village, Bommanahalli,
HosurRoad, Bengaluru-560068
(M)+91 7022374614
www.intellipaat.com

FORM'A' **Date: March 29th, 2023**

To,

Lakshmi Naga Durga Amkam
Bangalore

Dear Lakshmi Naga Durga Amkam,

We are pleased to forward to you, your Offer Letter, enclosed hereby and would like to formally welcome you to the growing family of Intellipaat Software Solutions Private Limited.

We are sure that you have had sufficient opportunity to understand in detail your job role, the organization, etc. We would be glad to provide further clarification if you need any.

You are required to report for duty at our Bangalore office. The address and the contact number are as follows:

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka Mobile: +91 7022374614

We are in the process of building an organization, where professionals would find full satisfaction in their challenging job roles and an interesting working environment. In this regard, we welcome your contributions too.

Kindly return the duplicate copy of the appointment letter, duly signed, as a token of your acceptance of the same. We look forward to a mutually beneficial and long-lasting relationship with you.

Yours truly,
Intellipaat Software Solutions Private Limited

Intellipaat Software Solutions Pvt. Ltd. Bangalore

Dewaker Singh Bisht
Director– Human Resources

regalix
A MarketStar Company

RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.G.ROAD,
BENGALURU– 560001, INDIA

- CIN:U72200KA2008PTC067478
- PAN:AAECR2608A

Date: 27-06-2023

Full Name: Bonthala Himabindu
Email: Himabindubonthala20@gmail.com
Phone: +91 8688557738

Dear Bonthala Himabindu,

On behalf of Regalix India Pvt. Ltd., it is my pleasure to confirm our offer of employment to you as **"Associate Consultant",** in our **Hyderabad,** India operation. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited about the prospect of your joining our company.

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

Designation	: **Associate Consultant**
Cost to Company	: **INR 3,70,000 /- per annum (Three Lakh Seventy Thousand Rupees ONLY)**
Grade & Level	: **G1L1**
Proposed Compensation Break Up	: **As Detailed in Annexure-II**

You are eligible for Transport Allowance of INR 4,000 (Rupees Four Thousand Only) per month should you not opt for company provided transport, the same will be processed based on the number of working days with your monthly salary and will be taxable.

You shall be eligible to earn a one-time bonus pay of **INR 1,00,000 (Rupees One Lakh Only)** on successful completion of the first **12** months of your service with us from the date of joining.

The compensation will be subject to applicable law or the rules of the Company in force from time to time, and as may be modified by the Company in its sole discretion from time to time. The company will make such deductions as may be necessary for compliance with State / Central tax laws.

Your Initial Posting will be at **Hyderabad India** and your shift timing will be 8:00 PM - 5:00 AM aligned to the **USA** region. However, these are subject to change to any other location/office or shift timing of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer/deputation will be in accordance with the company's rules being in force at the time.

The terms and conditions applicable to such other places/establishments/times will be notified to you in a transfer order. In the event of your not joining duty in accordance with such transfer order within eight days of the transfer date mentioned in the transfer order, you shall be deemed to have relinquished and resigned your employment and you shall cease to be in our employment.

Your appointment will be effective from the **date of joining** which shall be on or before **03-07-2023,** failing which this appointment will stand automatically withdrawn.

Our standard policy includes annual performance appraisals and six months of probation from the date of joining the Company.

Termination and Notice Period:

Subject to the provisions contained in this offer, your services may be terminated by either party on giving **'two months'** notice.

In case of resignation, your exit from the company will be governed by the guidelines prescribed under the Regalix India – Exit Policy.

No notice of resignation will be effective if given during a period of leave of absence from the Company and you will also not be eligible to proceed on such leave during the notice period.

This offer of employment is contingent upon the successful completion of your background screening as per the norms of the organization. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you. At the time of employment or during employment if the company finds the information provided by you to be false, misleading or that you have suppressed any material fact, it reserves the right to take appropriate disciplinary action against you including that of revoking of the offer or termination of service.

In the first instance, during the period of Probation, the termination of service may be made by either of the parties without giving any reason by giving one month's notice or on payment of a sum equivalent to one month's pay in lieu of notice.Post confirmation of employment the termination of services may be made by either of the parties without assigning any reason by giving two months' notice or by paying a sum equivalent to two months' salary in lieu of notice. The company may insist that you shall serve the notice period or complete the project/assignment on hand and ensure knowledge transfer before being relieved from the services. The company may also at its sole discretion, waive the total or part of the notice period and relieve you from service.

Pay for the purpose of this clause would be **gross pay** per month drawn by the employee on the date of giving the notice by either of the parties.

No notice or payment in lieu thereof is necessary for the event the termination is on account of misconduct on your part including but not limited to Code of Conduct violation, breach of Zero Tolerance policy.

You will be entitled to up to **15 days of Earned Leave** in accordance with the Rules of the Company being in force at the time.

RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.G.ROAD,
BENGALURU– 560001, INDIA

- CIN:U72200KA2008PTC067478
- PAN:AAECR2608A

You will carry out all instructions of your superior(s) in the Company as regards your work, attendance, conduct, behavior, etc., and carry out diligently and honestly all duties that may be assigned to you by the Company from time to time notwithstanding the designation given above. Your days of work and working hours will be as per the working hours of the office, in which you are for the time being posted and can be changed at the discretion of the management of the Company.

You will retire in the normal course from the services of the Company on attaining the age of superannuation, that is on the day following your 60th Birthday.

Your individual remuneration is purely a matter between yourself and the company and has been arrived at on the basis of your job, skills 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.

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.

Information pertaining to the Company's operations shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect 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 your previous employers, in which case you shall keep us indemnified against any breach thereof by you.

The terms set out in this letter, together with the non-disclosure agreement and the Regalix India Pvt. Ltd. Compliance and Policy Manual, will form your Contract of Employment with the Company

You will abide by the Rules and Regulations of the Company which is in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions in service which shall be binding on you.

Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions, and stipulations contained herein will render you liable to termination of your employment without notice or compensation thereof.

You being adjudged an insolvent or applying to be adjudged an insolvent or making compensation or arrangement with your creditors or being found guilty by a competent court of any offense involving moral turpitude will render you liable to termination of your employment without notice or compensation thereof.

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

The Benefits provided by the Company as outlined herein and in the Company, policies are subject to change at the discretion of the Company.

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 to you by registered post at your address in India, as recorded with the Company.

By signing below, you confirm that you are not bound by any agreement with any previous employer or any party, which restricts in any way your prospective employment by Company (for example, any non-compete or non-competition agreement, non-disclosure or confidentiality agreement, non-solicitation agreement, etc.). Such agreements may be contained in offer letters from previous employers, stock option grants, employment agreements, independent contractor agreements, agreements for the sale of a business, etc. You represent that your employment with the Company and the performance of your proposed duties for the Company will not violate any obligations you have to such previous employer or another party. In your work for Company, you will not disclose or make use of any information or trade secrets in violation of any agreements with or rights of any such previous employer or another party, and you will not bring to Company premises any copies or other tangible embodiments of non-public information belonging to or obtained from any such previous employment or another party.

In case any information furnished by you, either in your application for employment or during the selection process is found to be incorrect/false, and /or if it is found that you have suppressed any material information in respect of your qualifications and past experience, the Company reserves the right to terminate your services any time without notice or compensation in lieu of notice.

Asset Recovery:

Upon termination of this Agreement for any reason, on or prior to the effective termination date at the Company's discretion, you shall return all Company property in your possession or control to your immediate supervisor to return all such property to the Company on or prior to the effective termination date.

Company Assets:

a. You shall take complete responsibility for the Company assets provided to you and will be liable for theft, loss, or damage caused to it.

b. In the event of any theft, loss, or damage (Partial or Total) of Company assets, an amount equivalent to the cost incurred by the Company toward repair, replacement or purchase will be borne by you, and the cost incurred shall be calculated and communicated to you by the HR/IT Team. This amount shall be deducted from your salary or full and final settlement dues.

c. If you resign from the services, abandon your services, or have been terminated from the service of the Company, you will be liable to return the assets of the Company in good working condition without any physical damage. Failure to do so will result in the amount being deducted from the salary and other dues or full and final settlement thereof that would be paid to you.

d. The relieving process would be completed only upon the return of all company assets in good working condition without any physical damage subject to clearances from all departments. You must return all the company assets on the last working day. If you fails to submit, it is deemed that you have given the company an implied consent to accept and acknowledge the consequences. If you do not return the company assets within a week from the last working day, additional charges will be levied at the company's discretion and will be deducted from the employee's full and final settlement. If you fails to submit within 3 months from the last working day, then you will not be issued relieving letter by the Company and the Company would set off the cost of the Company assets from the full and final settlement amount due.

e. If the assets are not returned or recovered from the full and final settlement dues payable to you by the Company, then appropriate action as per the Company policy/ Rules/ Regulations will be initiated against you.

Employee Records: You hereby understand that Regalix India Pvt. Ltd., neither solicits nor accepts any original documents, including but not limited to Passport, Aadhar Card, PAN Card educational certificates, experience certificate, proof of identity, or age or residence, etc at the time of joining Regalix India Pvt. Ltd., All documents submitted by you shall be photocopies or true copies of the original documents. These photocopies are submitted for the company's records and retention and shall not be returned.

You hereby, explicitly and unambiguously, consent to the collection, use, and transfer, in electronic or another form, of your personal data, as described in this document by and among, as applicable, by Regalix India Pvt. Ltd., its subsidiaries, or any third party appointed by Regalix India Pvt. Ltd., for the exclusive purpose of implementing, administering and managing your employment with Regalix India Pvt. Ltd., its updation into employee records in the employee personal file or on HR Tools, or for adhering with Local Laws.

Declaration of Majority: Regalix India Pvt. Ltd., does not hire persons below the age of 18 and you hereby declare that you have attained the age of 18 years. By virtue of having attained majority, you are competent to contract, as per the provisions of the Indian Contract Act, 1872. You further understand that if such declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully suppressed such material information, you shall be liable to removal from services without any notice or compensation, whatsoever.

Entire Agreement: Except as otherwise provided, this agreement contains the entire agreement between the Parties, superseding in all respects any and all prior oral or written agreements or understandings pertaining to the employment of the Employee by the Company. This agreement shall be amended or modified only by written instrument signed by both of the Parties hereto.

Jurisdiction: This Agreement shall be governed by the laws in force in India. The parties to this Agreement agree to submit to the exclusive jurisdiction of courts located in Bengaluru, Karnataka in relation to all disputes arising out of or due to this Agreement.

It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. Kindly send the duly signed copy of the duplicate offer document to the undersigned, as a sign of your acceptance of the offer, latest by **29-06-2023;** failing which the offer shall stand withdrawn**.**

Bonthala Himabindu, we take great 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.

Sincerely,

For, Regalix India Private Ltd

Shanta Sarkar

regalix INDIA PVT. LTD. Bengaluru 560 001

Shanta Sarkar
Vice President – People Success

I **Bonthala Himabindu, agree** to accept employment on the above-mentioned terms and conditions. I'll report for duty on or before **03-07-2023.**

Date: Signed:

Enclosed:

1. Details of Required Documents: Annexure I
2. Salary Break-up: Annexure-II

Annexure I

RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.G.ROAD,
BENGALURU– 560001, INDIA

- CIN:U72200KA2008PTC067478
- PAN:AAECR2608A

Please submit 2 copies of each of the below-mentioned documents on your date of joining:

- Semester Marks Cards for all courses pursued (full time/distance learning)
- Provisional and Original Degree Certificates issued by the University for all courses pursued (full time/distance learning)
- Proof for Date of Birth (Birth Certificate, School Leaving Certificate or Xth Standard Mark Sheet with Date of Birth)
- Relieving letter from all the Past Employers (Relieving letter from the Current Employer shall be submitted on the Date of Joining)
- The last 3 months payslips
- Copy of your Passport with any valid Visa / Work permit
- PAN Card copy and Adhaar (Mandatory)
- 2 Passport size photographs

Please note: Aadhaar No. and PAN No. has become mandatory as per new Government regulations for the creation of your PF Account and UAN Number.
Employment confirmation is subjected to submission of Aadhaar No. and PAN No.

RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.G.ROAD,
BENGALURU- 560001, INDIA

- CIN:U72200KA2008PTC067478
- PAN:AAECR2608A

Annexure II – Salary Break-up

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Salary		
Basic Salary	1,23,040	10,253
House Rent Allowance	49,216	4,101
Special Allowance	1,07,826	8,986
Night Shift Allowance	36,000	3,000
Food Allowance	26,400	2,200
Gross Salary Before Deductions	**3,42,482**	**28,540**
Employer Benefits Part of CTC		
PF Contribution Employer	21,600	1,800
Gratuity	5,918	493
Deductions		
PF Contribution Employee	21,600	1,800
Profession Tax	2,400	200
Gross Pay	**3,42,482**	**28,540**
Net Pay Take Home	**3,18,482**	**26,540**
Total CTC	**3,70,000**	**30,833**

- **Net Salary is subject to declaration towards Investments & other Eligible Deductions under IT Provisions**
- **FBP components are available for tax exemptions**
- **Incentive is paid monthly basis your performance against fixed targets.**

RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.G.ROAD,
BENGALURU– 560001, INDIA

- CIN:U72200KA2008PTC067478
- PAN:AAECR2608A

- Night Shift Allowance (NSA) & Food Allowance is applicable if you work in a shift between 5:00pm to 5:00am
- Night Shift Allowance (NSA) & Food Allowance will be paid for the number of days worked in a Month
- Insurance covering self, spouse and children up to Rs.5,00,000/- per annum
- Payment of gratuity will be in accordance with the provisions of the Payment of Gratuity Act.
- Any perquisites/allowance/incentive/ bonus paid above the CTC will be taxable.

****

EBIXCASH

UID:- 111720013008
Name:- Ch. Supriya
~~200000~~ 2.5L

18th May, 23

EbixCash /Off/AX/23-24/905

Ms.Chinnabathini Supriya
Cheraplli 2-7/44, Silver Oka Bolagows,St Joseph,
Chruch Colony, Rtc Colony, Telangana,501301

Dear Ms.Chinnabathini Supriya,

This has reference to our earlier interviews. We are pleased to offer you the position of "**Virtual Relationship Manager**" in our organization. A detailed Appointment Letter will be given to you on the date of joining:

1. Your appointment will be effective from **18th May, 23**.
2. You will be on Probation for a minimum period of 6 months.
3. Your CTC will be **Rs. 17500/- Per Month.**
4. This offer will be valid only if you are certified if not, offer of employment will become null and void and no payment will be paid for a training period if any
5. While in employment with **EbixCash Global Services Private Limited.**, you will not
   - Work/engage/associate yourself with any business/trade/profession/employment/office-of-profit outside your company responsibilities.
   - Have a direct or indirect financial interest in or a financial relationship with a company competitor/supplier/customer.
   - Take part in any company business decision involving an organization that employs your spouse or family member.
   - Receive/accept any gift/commission/rebate/discount/profit, directly or indirectly, under any circumstances, from any person, company or firm having business relationship/transaction with the Company.
6. Separation of service is subject to a notice of minimum 30 days for DO, 60 days for VRM ,BHR, RHR & Team Leader.
7. The Company shall have the right to, take stringent action including severance of services with the Company, without giving due notice or salary/statutory compensation in lieu thereof, in an "Event of Breach", which shall include,

   - Fraud

EbixCash Global Services Private Limited (Formerly known as AssureEdge Global Services Private Limited)

Registered Office : No. 88/1 BBMP Khata No. 272/88/1Nagawara Ring 2nd stage, Hennur-Bellary Road, Nagawara, Bangalore KA 560045
Regional Office : Ebixcash Global Services Pvt. Ltd. 1st Floor, Okay House, A35 MIDC, Street no 2, Andheri E,Mumbai 400 093
T : +91-022-68381110 | W : www.ebixcashglobalservices.com
CIN : U72400KA1989PTC009832

- Gross negligence
- Breach of confidentiality
- Refusal to discharge assigned duties
- Absenteeism from work without authorization/intimation for more than 7 consecutive days

We look forward to your support and commitment in your work.

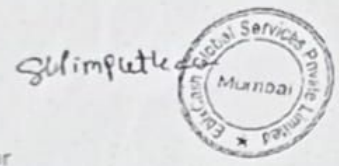
Please sign the duplicate copy of this offer letter and return the same for our records, as a token of your acceptance, within 7 working days of receiving this offer letter.

If we do not receive the duly signed duplicate copy of the offer letter within the time stipulated, then we will consider that you have declined this offer.

With Best Regards,

Yours Sincerely,

For **EbixCash Global Services Private Limited**



for
Ms. Sangeeta Pimputkar
(Authorized Signatory)

I Accept.....

Date.....

EbixCash Global Services Private Limited (Formerly known as AssureEdge Global Services Private Limited)

Registered Office : No. 88/1 BBMP Khata No. 272/88/1Nagawara Ring 2nd stage, Hennur-Bellary Road, Nagawara, Bangalore KA 560045
Regional Office : Ebixcash Global Services Pvt. Ltd. 1st Floor, Okay House, A35 MIDC, Street no 2, Andheri E,Mumbai 400 093
T : +91 (22) 6838 1110 | W : www.ebixcashglobalservices.com
CIN : U72400KA1989PTC009832

Name :- E Bhavana
UID :- 111720013010
Package :- 2.5LPA

sagility™

Date: 08/02/2023

Mr/Ms/Mrs EDIGA BHAVANA

Dear BHAVANA

SUBJECT: CONDITIONAL OFFER LETTER

We congratulate you on being offered employment with Sagility India Private Limited. As indicated to you during the employment application process, your offer of employment is subject to and conditioned upon your successful completion of your graduation course and submission of the original marks card and degree certificates as well as you acknowledging and signing this letter. Your initial place of posting will be at **Hyderabad.** You will be on probation for a period of 6 (Six) months. The probation period can be extended at the discretion of the Management.

The Company shall reserve the right to conduct background verification checks as it deems fit and such checks will be extended to the documents that you have provided before your date of joining 01/AUG/2023. Please ensure to provide all requisite educational certificates from the past as indicated by the Company's HR Team.

Joining and Continuity of your services with the Company is subject to the successful completion background verification check as stated above and completion of your graduation course, you producing original marks cards and degree certificate for verification/validation as per the company's policies and practices.

Subsequently upon submission of the above stated documents and successful verification by the Company, this conditional offer shall be converted into a final letter of appointment upon fulfilment of the terms of this letter, and thereupon you will be designated as **"Trainee Process Consultant"**. You will be required to adhere to the terms and conditions contained in the final letter of appointment and other relevant documents issued by the Company.

Please be informed that notwithstanding anything in this letter, if you fail to adhere to any provisions of this Conditional Letter, the Company may rescind this Conditional letter, without any liability, costs, damages, expenses, claims, etc., in case of any change in the Company's business requirements.

You confirm that the above terms and conditions are acceptable to you and signify your acceptance by signing a copy of this Conditional Letter of Appointment.

Submission of the photocopies of the following documents is mandatory for your joining/onboarding. You are required to provide the originals of the said documents for verification and return.

a) Photo ID proof (Ex. College ID card, Voter's ID, PAN Card, Ration Card, Driving License, Passport, Exam Hall Tickets)
b) Certificates/testimonials of your past experience, including certificate from your last employer, (If applicable)
c) Certificates, Transcripts of Marks cards starting from 10th Standard (SSC/SSLC) up to the current attainment.
d) Six (6) passport size color photographs, for our records.
e) Photocopy of your Aadhaar Card with number
f) Proof of Address (Current and Permanent)

Yours sincerely,

NAME: Kiran Kumar G
DESIGNATION: Deputy General Manager(HR)
Sagility India Private Limited

Accepted by:
Signature: E·Bhavana
Name: E·Bhavana
Date: 10/02/2023
Place: Hyderabad

Encl: Annexure – I & II

cognizant

Ref No: 25569835
18-Jul-2023

Bhavana Girirajulu

Dear **Bhavana**,

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 **Hyderabad**.

Your annual total compensation will be **INR 224,998**. 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 **19-Jul-2023**.

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
AVP ?HR

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

Signature: **Date**:

VIVEJA

G. Pravalika
1117 20013013
pravalikagorantla17@gmail.com
8074675927
B.Sc Computer science & Engineering

Date: 8th May 2023

Name: Pravalika Gorantla

VIVEJA IT SERVICES PVT LTD.

Regarding your application and subsequent interview, we are pleased to offer you the job for the post of **"Accounts Manager"**

You are expected to join us on 8th May 2023. You will be paid an annual **CTC (Cost to Company) of Rs.2,80,000 /- (Rupees Two Lakhs Eighty Thousand Only).**

You will be on probation for a period of 3 months from the date of commencing duties in the position and your employment with us will be confirmed upon the successful and satisfactory completion of the probationary period.

Your annual compensation package details of the same are given in the Annexure – A in this letter. Your initial place of posting will be in Hyderabad, India.

Your employment with us is currently provisional and will be governed by our terms and conditions as explained and accepted by you. As discussed, you are required to report to duty on or before 8th May 2023, at our **VIVEJA** office in Hyderabad, failing which, this provisional offer of appointment will stand cancelled and withdrawn. A formal letter of appointment setting out the terms and conditions, particulars of your remuneration, benefits etc. will be issued to you at the time of your joining duty with us. You will also be governed by the rules and regulations in vogue and those that may change from time to time.

The compensation proposed herein is strictly confidential and the **Viveja** family requires that you shall not share this information under any condition with your colleagues or superiors in the **Viveja** family, except for **Viveja's HR and CEO**. Your employment is conditional on meeting and continuing to meet this obligation throughout the period of your employment with the **Viveja** family.

During the term of your employment and for one year thereafter, you agree not to join or provide services directly or indirectly to our clients or any other client introduced by us, other than through **Viveja IT Services**.

Should you decide to terminate your employment with us, we would require two-month prior notice.

THOMSON REUTERS

J. Vidhya
1117200130 14
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PRIVATE AND CONFIDENTIAL

May 2, 2023

Jupally Vidhya
Hyderabad

Dear Vidhya,

Thank you for your interest in associating with our organisation. We are pleased to confirm your selection for the **Associate Content Specialist** role.

Congratulations!

We are delighted to set out below the terms and conditions of your employment with the Thomson Reuters entity whose name appears on this letterhead Thomson Reuters International Services Private Limited.

1. Commencement Date:

Your employment with the Company commences on **May 17, 2023**.

2. Initial position, work description, Title Use and Work Base:

a. Your work base at commencement of your employment will be **Hyderabad**. Your reporting line, objectives, hours of work and other relevant details relating to the Position will be notified to you in due course. You will accept and abide by all lawful and reasonable instructions issued by any of your managers/ superiors. This may from time to time be revised by a written notice to you.

b. The Company reserves the right to redesignate or revise your Position or work description at any time by a written notice to you.

c. The Company may at any time transfer, second, depute or assign your services to any establishment or operation of the Company or any other Group Company or any successor company whether in India or abroad. Group Company means an entity that, from time to time, directly or indirectly controls, is controlled by, or is under common control with a party, or that is a successor (including, without limitation, by change of name, dissolution, merger, consolidation, reorganization, sale or other disposition) to any such entity or its business and assets. An entity will be deemed to control another entity if it has the power to direct or cause the direction of the management or policies of such entity, whether through the ownership of voting securities, by contract, or otherwise.

d. Where agreed by your reporting manager in writing and if permissible under applicable laws and regulations, the Company may permit you to use different titles or designations solely for external representation purposes for benefit of the company or the role. If that is the case, you agree that any such title shall not in any way deemed to operate as a modification of this letter, a change in your Position or otherwise entitle you to any additional benefits in relation to your employment.

3. Remuneration:

a. At the commencement of your employment, your remuneration will be as set out in the attached Annexure I.

Karishma Bishnoi

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verizon

Verizon Data Services India Pvt. Ltd.
Regd. & Corp. Office:
8th Floor, Citius Block - B, Olympia Technology Park
Plot No. 1, SIDCO Industrial Estate
Guindy, CHENNAI - 600 032. INDIA

Tel: (91 44) 4394 5000
Fax: (91 44) 4394 4000
www.verizon.com

CIN: U72300TN2001PTC046551

Tuesday, April 11, 2023

Karishma Bishnoi
Plot no 90,Hno 7-24/E,
subhash nagar,
jeedimetla,
near aai matha temple,
Hyderabad

Dear Karishma,

We are very excited to formally offer you the position of Junior Engr-Software Devt in Hyderabad for Verizon Data Services India Private Limited (the "Company") beginning on Monday, June 26, 2023. This letter describes the terms and conditions of your employment. Your employment is subject to satisfactory completion of background and reference checks, the absence of any bars or restrictions on your employment with the Company and your acceptance of these terms and conditions.

Employment Status

You will be on probation for an initial period of six (6) months, which the Company may extend in its sole discretion. During your probationary period, the Company can dispense with your services at any time by giving thirty day's notice or payment of salary in lieu thereof.

Compensation

Your compensation is as set forth in ANNEXURE I. This compensation shall be paid to you in accordance with the Company's normal payroll practices. You are expected to keep your compensation information confidential. All amounts payable to you by the Company pursuant to your employment shall be subject to requisite tax and other statutory deductions in accordance with applicable laws.

Leave and Benefits Plan

You will be eligible for leave and benefits as per Company policy.

Indian Statutory Schemes

You will be covered under the Employees Provident Fund Scheme from your date of joining the Company. In addition, at the time of separation from service, you may be entitled to gratuity under the Payment of Gratuity Act, 1972 and the Company's policies.

Compliance Documents and Personnel Policies

At our company, our reputation is a critical asset. Each and every one of us must focus on making it a point of pride. Our Code of Conduct clearly outlines our roles and responsibilities as employees and members of the Verizon community, and provides guidance on our daily decisions that affect the welfare of the Company. It is part of our culture, part of the way we do business. If you decide to accept our offer of employment, please read the Code in advance of your first day of employment; it is available via Verizon's external web site at: http://www.verizon.com/about/our-company/code-conduct Upon commencement of your employment, you will be required to complete a series of New Employee Forms, which will include a certification that you have read, understand and will abide by the Code in the course of your employment.

In addition, the Business and Scientific Information and Security Agreement (see Schedule 2) will apply during your employment. Moreover, your duties may require you to travel to and from Hyderabad. You may also be required to spend days away from Hyderabad depending on the requirements of your

wipro

APPOINTMENT LETTER

23 September, 2023

Dear **M. Rishitha,**
Resume ID - **27360633**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-TG-Hyderabad.** However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 80000**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

Signed by M. Rishitha | rishimiryala123@gmail.com | 23-09-2023 05:40:07 PM IST | 157.48.172.123

Name:- M Likhitha
UID:- 111720013020
Package :- 4 lakhs/per annum

verizon

Verizon Data Services India Pvt. Ltd.
Regd. & Corp. Office:
8th Floor, Citius Block - B, Olympia Technology Park
Plot No. 1, SIDCO Industrial Estate
Guindy, CHENNAI - 600 032. INDIA

Tel: (91 44) 4394 5000
Fax: (91 44) 4394 4000
www.verizon.com

CIN: U72300TN2001PTC046551

Thursday, April 13, 2023

Likhitha Myakala
1-5-1020 Sai baba nagar colony Old Alwal pin:500010,
Hyderabad

Dear Likhitha,

We are very excited to formally offer you the position of Junior Engr-Software Devt in Hyderabad for Verizon Data Services India Private Limited (the "Company") beginning on Monday, June 26, 2023. This letter describes the terms and conditions of your employment. Your employment is subject to satisfactory completion of background and reference checks, the absence of any bars or restrictions on your employment with the Company and your acceptance of these terms and conditions.

Employment Status

You will be on probation for an initial period of six (6) months, which the Company may extend in its sole discretion. During your probationary period, the Company can dispense with your services at any time by giving thirty day's notice or payment of salary in lieu thereof.

Compensation

Your compensation is as set forth in ANNEXURE I. This compensation shall be paid to you in accordance with the Company's normal payroll practices. You are expected to keep your compensation information confidential. All amounts payable to you by the Company pursuant to your employment shall be subject to requisite tax and other statutory deductions in accordance with applicable laws.

Leave and Benefits Plan

You will be eligible for leave and benefits as per Company policy.

Indian Statutory Schemes

You will be covered under the Employees Provident Fund Scheme from your date of joining the Company. In addition, at the time of separation from service, you may be entitled to gratuity under the Payment of Gratuity Act, 1972 and the Company's policies.

Compliance Documents and Personnel Policies

At our company, our reputation is a critical asset. Each and every one of us must focus on making it a point of pride. Our Code of Conduct clearly outlines our roles and responsibilities as employees and members of the Verizon community, and provides guidance on our daily decisions that affect the welfare of the Company. It is part of our culture, part of the way we do business. If you decide to accept our offer of employment, please read the Code in advance of your first day of employment; it is available via Verizon's external web site at: http://www.verizon.com/about/our-company/code-conduct Upon commencement of your employment, you will be required to complete a series of New Employee Forms, which will include a certification that you have read, understand and will abide by the Code in the course of your employment.

In addition, the Business and Scientific Information and Security Agreement (see Schedule 2) will apply during your employment. Moreover, your duties may require you to travel to and from Hyderabad. You may also be required to spend days away from Hyderabad depending on the requirements of your position. You should make yourself familiar with our travel and expense reimbursement policy.

Finally, Company personnel policies and practices will apply to situations not specifically addressed in this letter. The Company may, at its sole discretion, change these from time to time.

Name : N. Poojitha
UID : 111420013021
Package : 4LPA to 5LPA

BYJU'S

Offer Letter

Date : Monday, June 26, 2023

Dear Naini Poojitha,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of Business Development Associate - Inside Sales at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company") in the Inside Sales(A) function subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation, probation and notice periods. As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is Tuesday, July 4, 2023 . Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to Tuesday, July 4, 2023, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

Position Details and Compensation Overview

Designation	Business Development Associate - Inside Sales
Department	Inside Sales(A)
Employment Type	Regular
Work Location	TLPL, Ground Floor A Block , Sanali Info Park Bearing No. 8-2-120/113 Road No.2, Banjara Hills, Hyderabad - 500033

You will be on probation for a period of 60 days from Tuesday, July 4, 2023 . Your joining salary will be INR 200,026.00 per annum, the mentioned per annum value shall be only applicable during your probation period of 60 days or as per extension of the probation period, subject to your performance and potential for the position you have been hired for. The Company reserves the right to extend your probation period should it deem fit.

Subsequent to completion of the probation period (subject to your performance and discretion of the Company), your compensation will be revised as mentioned below (indicative ranges): -

Fixed Compensation: 4 LPA to 5 LPA depending on the city category
Variable Compensation: Upto 3 LPA
Total Annual Cost to Company: 7 LPA to 8 LPA

You are requested to join the services of the Company not later than Tuesday, July 4, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

THOMSON REUTERS

Uid - 22

PRIVATE AND CONFIDENTIAL

October 9, 2023

Pingala Praveena
Hyderabad

Dear Praveena,

Congratulations!

Thank you for your interest in associating with our organisation. We are pleased to confirm your employment with Thomson Reuters International Services Private Limited, Thomson Reuters Group Company for the **Associate Content Specialist** role.

We are delighted to set out below the terms and conditions of your employment with the Thomson Reuters Group Company, Thomson Reuters International Services Private Limited whose name appears on this letterhead Thomson Reuters International Services Private Limited.

1. Commencement Date:

The date of commencement of this employment contract is **November 6, 2023**.

2. Initial position, work description, Title Use and Work Base:

a. Your work base at commencement of your employment will be **Hyderabad**. Your reporting line, dispensers, hours of work and other relevant details relating to the Position will be notified to you in due course. You will accept and abide by all lawful and reasonable instructions issued by any of your managers/ supervisors. This may from time to time be revised by a written notice to you.

b. The Company reserves the right to redesignate or revise your Position or work description at any time by a written notice to you.

c. The Company may at any time transfer, second, depute or assign your services to any establishment or operation of the Company or any other Group Company or any successor company whether in India or abroad. 'Group Company' means an entity that, from time to time, directly or indirectly controls, is controlled by, or is under common control of the company, or that is a successor (including, without limitation, by change of name, dissolution, merger, consolidation, reorganization, sale or other disposition) to any such entity or its business and assets. The Group Company will be deemed to be in control of an entity if it has the power to direct or cause the direction of the management or policies of such entity, whether through the ownership of voting securities, by contract, or otherwise.

d. Where agreed by your reporting manager in writing and if permissible under applicable laws and regulations, the Company may permit you to use different titles or designations solely for external representation purposes for benefit of the company or the role. If that is the case, you agree that any such title shall not in any way deemed to operate as a modification of this letter, a change in your Position or otherwise entitle you to any additional benefits in relation to your employment.

P. Mahima Shanthi
1117200013023
4 L.P.A

verizon

Verizon Data Services India Pvt. Ltd.
Regd. & Corp. Office:
8th Floor, Citius Block - B, Olympia Technology Park
Plot No. 1, SIDCO Industrial Estate
Guindy, CHENNAI - 600 032. INDIA

Tel: (91 44) 4394 5000
Fax: (91 44) 4394 4000
www.verizon.com

CIN: U72300TN2001PTC046551

Tuesday, April 11, 2023

Mahima Shanthi Polupalli
HNO 207/1,Plot no-29,Venkatadri Nagar Colony,Nagaram,
Keesara,Medchal,
Hyderabad

Dear Mahima Shanthi,

We are very excited to formally offer you the position of Junior Engr-Software Devt in Hyderabad for Verizon Data Services India Private Limited (the "Company") beginning on Monday, June 26, 2023. This letter describes the terms and conditions of your employment. Your employment is subject to satisfactory completion of background and reference checks, the absence of any bars or restrictions on your employment with the Company and your acceptance of these terms and conditions.

Employment Status

You will be on probation for an initial period of six (6) months, which the Company may extend in its sole discretion. During your probationary period, the Company can dispense with your services at any time by giving thirty day's notice or payment of salary in lieu thereof.

Compensation

Your compensation is as set forth in ANNEXURE I. This compensation shall be paid to you in accordance with the Company's normal payroll practices. You are expected to keep your compensation information confidential. All amounts payable to you by the Company pursuant to your employment shall be subject to requisite tax and other statutory deductions in accordance with applicable laws.

Leave and Benefits Plan

You will be eligible for leave and benefits as per Company policy.

Indian Statutory Schemes

You will be covered under the Employees Provident Fund Scheme from your date of joining the Company. In addition, at the time of separation from service, you may be entitled to gratuity under the Payment of Gratuity Act, 1972 and the Company's policies.

Compliance Documents and Personnel Policies

At our company, our reputation is a critical asset. Each and every one of us must focus on making it a point of pride. Our Code of Conduct clearly outlines our roles and responsibilities as employees and members of the Verizon community, and provides guidance on our daily decisions that affect the welfare of the Company. It is part of our culture, part of the way we do business. If you decide to accept our offer of employment, please read the Code in advance of your first day of employment; it is available via Verizon's external web site at: http://www.verizon.com/about/our-company/code-conduct Upon commencement of your employment, you will be required to complete a series of New Employee Forms, which will include a certification that you have read, understand and will abide by the Code in the course of your employment.

In addition, the Business and Scientific Information and Security Agreement (see Schedule 2) will apply during your employment. Moreover, your duties may require you to travel to and from Hyderabad. You may also be required to spend days away from Hyderabad depending on the requirements of your position. You should make yourself familiar with our travel and expense reimbursement policy.

Finally, Company personnel policies and practices will apply to situations not specifically addressed in this

Name: T. Chitralekha Goud
UID: 111720013027
Package: 3.4 lakh per annum

Accenture Solutions Private Limited

Letter of Authorization

(For use of personal information and sensitive personal data or information)

To whom it may concern

I understand that my employment with Accenture Solutions Private Limited, having its registered office at Plant 3, Godrej & Boyce Complex, LBS Marg, Vikhroli (West), Mumbai Maharashtra 400079 (hereinafter referred to as 'Accenture', which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees assigns and administrators), is governed by Accenture employment policies as applicable, and that this employment is subject to satisfactory background checks [including educational qualifications, past employment records, work experience, work authorization (if applicable) identity check, police clearance check, criminal records check, court record checks etc.] and professional reference checks.

I hereby certify all the statements made on the Accenture's Employee Application Form are true and complete, and I understand that any omission or misrepresentation of any fact may result in revocation of the offer of employment or refusal of employment or immediate dismissal.

I hereby declare and affirm that:

- I am not an undischarged insolvent and that I have never applied to any court of law to be adjudicated as an insolvent.
- No criminal charges have ever been framed against me by any court of law.
- I have not been convicted by any court for any offence involving moral turpitude.
- I have not been involved or been party to any financial or economic crimes in any manner whatsoever.
- I have never been involved or been party to any terrorist activities.

I agree and understand that, if at any time hereinafter, any or all of the above statements are found to be false / untrue, Accenture shall, without prejudice to its other rights, shall have the right to forthwith revoke the offer of employment or terminate my services and also initiate appropriate legal proceedings against me. I further agree and understand in the event of such revocation or termination, I shall not be entitled to any compensation or benefits whatsoever.

I hereby authorize Accenture and its representative to collect, store, process, transfer and share my personal information and sensitive personal information provided in my resume and Employee Application Form for the purposes mentioned in this Letter of Authorization, including the Data Privacy notice.

I authorize Accenture and its representative to initiate the necessary enquiries/checks with immediate effect; barring contacting my current employer

Verification of my current employment can be initiated on or after the date of joining. I also authorize Accenture and its representative to initiate reference checks with the references provided by me with immediate effect.

Further, I also acknowledge and provide my consent to Accenture to transfer and share (within India or outside of India) such information with:

a) Affiliates of Accenture for administrative purposes and/or audit;
b) Clients/prospects in relation to any staff augmentation assignments.

I hereby declare that the execution of this Letter of Authorization has been done of my own free will and consent and without any undue force or coercion in any manner whatsoever.

I am aware that Accenture has adopted security practices and procedure to ensure that the information collected is secure, and they are available on Accenture's website and in public domain for awareness.

Effective from Jan 2022

DocuSign Envelope ID: 05506AC5-8D27-457C-9F50-2F873D447367

THOMSON REUTERS

1117D001302 8

Thomson Reuters

CTC : 3,00,000

PRIVATE AND CONFIDENTIAL

April 24, 2023

Vegiraju Anshu
Hyderabad

Dear Anshu,

Thank you for your interest in associating with our organisation. We are pleased to confirm your selection for the **Associate Content Specialist** role.

Congratulations!

We are delighted to set out below the terms and conditions of your employment with the Thomson Reuters entity whose name appears on this letterhead Thomson Reuters International Services Private Limited.

1. Commencement Date:

Your employment with the Company commences on **May 10, 2023**.

2. Initial position, work description, Title Use and Work Base:

a. Your work base at commencement of your employment will be **Hyderabad**. Your reporting line, objectives, hours of work and other relevant details relating to the Position will be notified to you in due course. You will accept and abide by all lawful and reasonable instructions issued by any of your managers/ superiors. This may from time to time be revised by a written notice to you.

b. The Company reserves the right to redesignate or revise your Position or work description at any time by a written notice to you.

c. The Company may at any time transfer, second, depute or assign your services to any establishment or operation of the Company or any other Group Company or any successor company whether in India or abroad. Group Company means an entity that, from time to time, directly or indirectly controls, is controlled by, or is under common control with a party, or that is a successor (including, without limitation, by change of name, dissolution, merger, consolidation, reorganization, sale or other disposition) to any such entity or its business and assets. An entity will be deemed to control another entity if it has the power to direct or cause the direction of the management or policies of such entity, whether through the ownership of voting securities, by contract, or otherwise.

d. Where agreed by your reporting manager in writing and if permissible under applicable laws and regulations, the Company may permit you to use different titles or designations solely for external representation purposes for benefit of the company or the role. If that is the case, you agree that any such title shall not in any way deemed to operate as a modification of this letter, a change in your Position or otherwise entitie you to any additional benefits in relation to your employment.

3. Remuneration:

a. At the commencement of your employment, your remuneration will be as set out in the attached Annexure I.

Name: V.Sakshi

UID: 117200013029

Package: 4 lakh per annum

verizon

Verizon Data Services India Pvt. Ltd.
Regd. & Corp. Office:
8th Floor, Citius Block - B, Olympia Technology Park
Plot No. 1, SIDCO Industrial Estate
Guindy, CHENNAI - 600 032. INDIA

Tel: (91 44) 4394 5000
Fax: (91 44) 4394 4000
www.verizon.com

CIN: U72300TN2001PTC046551

Tuesday, April 11, 2023

V. Sakshi
1-18-74/1,MES Colony,Venkatapuram,Alwal,Secunderabad,
Hyderabad

Dear V.,

We are very excited to formally offer you the position of Junior Engr-Software Devt in Hyderabad for Verizon Data Services India Private Limited (the "Company") beginning on Monday, June 26, 2023. This letter describes the terms and conditions of your employment. Your employment is subject to satisfactory completion of background and reference checks, the absence of any bars or restrictions on your employment with the Company and your acceptance of these terms and conditions.

Employment Status

You will be on probation for an initial period of six (6) months, which the Company may extend in its sole discretion. During your probationary period, the Company can dispense with your services at any time by giving thirty day's notice or payment of salary in lieu thereof.

Compensation

Your compensation is as set forth in ANNEXURE I. This compensation shall be paid to you in accordance with the Company's normal payroll practices. You are expected to keep your compensation information confidential. All amounts payable to you by the Company pursuant to your employment shall be subject to requisite tax and other statutory deductions in accordance with applicable laws.

Leave and Benefits Plan

You will be eligible for leave and benefits as per Company policy.

Indian Statutory Schemes

You will be covered under the Employees Provident Fund Scheme from your date of joining the Company. In addition, at the time of separation from service, you may be entitled to gratuity under the Payment of Gratuity Act, 1972 and the Company's policies.

Compliance Documents and Personnel Policies

At our company, our reputation is a critical asset. Each and every one of us must focus on making it a point of pride. Our Code of Conduct clearly outlines our roles and responsibilities as employees and members of the Verizon community, and provides guidance on our daily decisions that affect the welfare of the Company. It is part of our culture, part of the way we do business. If you decide to accept our offer of employment, please read the Code in advance of your first day of employment; it is available via Verizon's external web site at: http://www.verizon.com/about/our-company/code-conduct Upon commencement of your employment, you will be required to complete a series of New Employee Forms, which will include a certification that you have read, understand and will abide by the Code in the course of your employment.

In addition, the Business and Scientific Information and Security Agreement (see Schedule 2) will apply during your employment. Moreover, your duties may require you to travel to and from Hyderabad. You may also be required to spend days away from Hyderabad depending on the requirements of your position. You should make yourself familiar with our travel and expense reimbursement policy.

Finally, Company personnel policies and practices will apply to situations not specifically addressed in this letter. The Company may, at its sole discretion, change these from time to time.

Letter of Engagement

01 July 2023

Dear Badakurava Karthik,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Corizo Edutech.**
We take this opportunity in wishing you the very best in your new employment as well as advising you that our offer letter is on the following terms and conditions:

1. Period of Service: The **first three(3) months** of your employment will be probationary. You shall, for the purpose of your employment with us, sign this offer letter for submission and approval of the management. You will be monitored for these three(3) months. **The first ten(10) days including the day of joining will be "On Job Training" or "Training Period" and will be unpaid.**

2. Designation and Salary: You shall be employed as a **Business Development Associate** with us and your benefits will be as follows:

3. Remuneration: For the duration of your probationary period you will be eligible for a compensation of **25,000 INR** (of with **15,000 INR will be fixed** and **10,000 INR will be variable incentive**) per calendar month. (Excluding training period)

4. Notice Period: In-between, if you want to discontinue with the company in any circumstances, it is **mandatory** to serve the **10 days of notice period.**

Please find the following confirmation of your employment.

Probation Start Date: **05/07/2023**

Probation End Date: **05/10/2023**

Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.
During the probation period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 days' notice should you wish to terminate your offer before the end of your probation period.

By accepting this offer letter of Employment, you acknowledge that you will keep all this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <sahana@corizo.in> **within 2 working days from the receipt of this mail.** The offer shall stand automatically withdrawn without further action on the part of **Corizo Edutech** if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full-Time Employment (After Probation Period)

Pay after Probation period: CTC 4LPA + Incentive 2.5LPA

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Corizo Edutech, and will report on **05/07/2023.**

NAME: _____

DATE: _____

(Candidate's Signature)

SI NO.	Particulars
1	Graduational Certificate- 12th standard or equivalent examination mark sheet
2	Colour scanned copy of your photographs
3	Aadhar Card Scanned Copy.
4	PAN Card Scanned Copy.
5	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

KANTAR

Kantar IMRB
3rd Floor, The Orb
J W Marriott Sahar
IA Project Road

Village Marol
Andheri (East)
Mumbai 400 099

T +91 (0) 22 5046 9900
www.kantar.com

STRICTLY CONFIDENTIAL

16th October 2023

Joseph Arokia Sohail Raj
10-378/2/1, Satya Raghavendra Colony,
Malkajgiri, K.v. Rangareddy, Telangana - 500047

Subject – Offer of Appointment

Dear Joseph,

With reference to your application and the subsequent discussions you had with us, we are pleased to offer you the position of **Executive Data Acquisition | Operations** at **Skale 40** with **Kantar Operations, Hyderabad** on the terms and conditions mutually agreed upon. A formal letter of appointment will be issued to you upon your joining and submitting the Employment Form on or before **18-Oct-2023.**

Your Annual Total Compensation will be INR **4,25,000/-** and the break-up is presented in Annexure A.

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

We request you to accept this offer within 3 days of offer release and join us on or before **18-Oct-2023.**

Please note that we reserve the right to cancel this offer in case of failure to submit your acceptance by mutually agreed date or subject to non-clearance of background verification as per the company policy.

At the time of joining, please bring the following originals and 1 set of photocopies:

- Four passport size photographs
- Photocopy of Aadhaar Card
- Copies of all Education Documents (10th,12th, Consolidated Mark Sheets/Final Semesters Mark Sheets of Graduation/Post Graduation)
- Relieving letter from your past employer
- Latest Increment Letter from your past employer which gives complete details of your CTC
- Last three months' Payslip
- Permanent Address Proof (Issued by Government)
- PAN Card Copy
- Copy of Experience/Service Letter

We welcome you to **Kantar IMRB** and hope to have a successful association with us. Please do not hesitate to call us for any information you may need. Also, sign the duplicate of this offer as your acceptance and forward the same to us.

Yours Sincerely,

Shweta Gaur
Shweta Gaur (Oct 16, 2023 17:44 GMT+5.5)

Shweta Gaur
TA Lead, Insights, South Asia
For and on behalf of [Hindustan Thompson Associates Private Limited Division Kantar IMRB]

Encl: CTC Statement (offered) Annexure 1

Document Integrity Verified
Adobe Acrobat Sign Transaction Number: CBJCHBCAABAAg6dqP275B3MTlXVVqz-RVuxAQwqIydK4

KANTAR

Kantar IMRB
3rd Floor, The Orb
J W Marriott Sahar
IA Project Road

Village Marol
Andheri (East)
Mumbai 400 099

T +91 (0) 22 5046 9900
www.kantar.com

Annexure 1

COMPENSATION DETAILS

NAME	**Joseph Arokia Sohail Raj**
SKALE	**40**
OPERATING COMPANY	**Kantar IMRB**
UNIT	**Kantar Operations**
DESIGNATION	**Executive Data Acquisition | Operations**
LOCATION	**Hyderabad**

S.No	Components	Approx. Max	
1	**FIXED COMPONENTS**	**MONTHLY (Rs.)**	**ANNUAL (Rs.)**
a)	Basic Pay	15,000	1,80,000
b)	House Rent Allowance	7,500	90,000
c)	Special Allowance	10,395	1,24,742
	SUB TOTAL	**32,895**	**3,94,742**
2	**FLEXIBLE COMPONENT***		
3	**RETIRALS_(Employer Part)**		
a)	Provident Fund	1,800	21,600
b)	Provision for Gratuity	722	8,658
	SUB TOTAL	**2,522**	**30,258**
4	**COST TO COMPANY**	**35,417**	**4,25,000**

*In addition, you will also be eligible for Group Mediclaim, Personal Accident Insurance Cover and Group Term Life cover as per company policy.
**As per company policy, if you wish to leave the organization within one year of joining, you would need to refund already paid allowances.

Yours Sincerely,

Shweta Gaur
Shweta Gaur (Oct 16, 2023 17:44 GMT+5.5)

Shweta Gaur
TA Lead, Insights, South Asia
For and on behalf of [Hindustan Thompson Associates Private Limited Division Kantar IMRB]

* Kindly Check Annexure 2 for details of your flexible components.
You can give your preferences for the same on date of joining

Document Integrity Verified
Adobe Acrobat Sign Transaction Number: CBJCHBCAABAAg6dqP275B3MTlXVVqz-RVuxAQwqIydK4

KANTAR

Kantar IMRB
3rd Floor, The Orb
J W Marriott Sahar
IA Project Road

Village Marol
Andheri (East)
Mumbai 400 099

T +91 (0) 22 5046 9900
www.kantar.com

Note: *The amount mentioned in Annexure 2 are the maximum eligibilty as per the skale level. The total of this flexible component should remain within the special allowance.*

Annexure 2			
2	**Flexible Component**	Details	Maximum (Annual)
a)	Children Education Allowance	100 per school going child, per month. Maximum of 200 per month.	2,400
b)	Telephone & Internet	Fixed monthly sum, scales with skale.	12,000
c)	Books & Periodicals	Fixed monthly sum, Rs. 500 or Rs. 1000 per month.	18,000
d)	Gift Voucher	Fixed amount gift voucher, given once annually around Diwali.	5,000
e)	Research Education	Capped Amount to be claimed with verified bills.	1,00,000
f)	Meal Voucher	Can take Rs. 1100 or 2200 or 3300 per month.	39,600
g)	Leave Travel Allowance	Capped Amount to be claimed with verified bills, scales with CTC.	15,000
	SUB TOTAL		**1,92,000**

Document Integrity Verified
Adobe Acrobat Sign Transaction Number: CBJCHBCAABAAg6dqP275B3MTlXVVqz-RVuxAQwqIydK4

GlobalLogic®

A Hitachi Group Company

vid 3?

GL08-FM-PD-060

Date: 12-Oct-2023

Kandula Balapranayreddy

Address: Hyderabad

Dear Kandula,

Subject: Offer of Employment with GlobalLogic Technologies Private Limited ("GlobalLogic")

Congratulations on your selection at GlobalLogic!

We are delighted to offer you the full-time position of **Associate Analyst, Content Engineering (CE02)** at **GlobalLogic Technologies Private Limited ("GlobalLogic")** (hereinafter "GlobalLogic" or "Company"). You will be based out of **Hyderabad - Engineering** and work from **Hyderabad - Engineering**, however, based on the position's requirements, you may be required to work anywhere in India or abroad. Your joining date would be on or before **16-Oct-2023**. Your detailed salary structure is attached as per Annexure 1.

You are requested to furnish true and correct information pertaining to your qualification, experience & other details on the day of joining as per details mentioned in Annexure 2.

A detailed Appointment letter will be issued to you upon joining the company which will state the terms & conditions of your employment with us. Some of the important terms of your employment are as follows:

1. You will abide by all the rules, regulation and policies of the company. The Company reserves the right to amend such policies, as needed from time to time.
2. You shall be required to work for 9.5 hours in any shift (including night shift and lunch break) as may be required by the Client from time to time. While working for Client on projects, working hours and notified holidays of the client may apply. GlobalLogic may expect its employees to devote extra time as and when required, towards work other than the normal working hours. Such requirements may arise on account of specific projects, deadlines, products, assignments, events, or the like. The extra time devoted by an employee shall be referred to as "Overtime".
3. At the time of tendering resignation, you shall be required to give 30 Days notice in writing. If the resignation has been tendered on the weekend OR on any holiday, the effective date of resignation will be deemed to be the next working day only. Your services in the company shall be terminable by giving 30 Days notice or Basic salary in lieu thereof as per discretion of the management. Your last working day will be subject to the fulfillment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company.
   This offer letter is subject to further conditions that:
   a. Your employment is subject to your approval and signing of our Non Disclosure Agreement (NDA) at the time of joining.
   b. Your appointment is contingent upon successful completion of a background check as per GlobalLogic and Client Background check verification process.
   c. We reserve the right to end our employment agreement with you should the results of your background investigation not be successful.
   d. By accepting this offer, you are expressing your consent to share the BGV report with third parties including but not limited to Clients of GlobalLogic with whom you can be deputed to work from time to time.
   e. This offer is **subject to you joining GlobalLogic on or before the given joining date.**
4. Your confidentiality obligations are as detailed below:
   a. You must not use or disclose to any person any confidential or other potential business transactions, information relating to Company and its Clients business (including, without limitation, computer programs, manuals, source code, object code, technical drawings and algorithms, supplier or potential supplier names, customer or potential customer names and expertise of entities, business contacts, employees and consultants, know-how, formulae, methods of doing business, processes, ideas, inventions, (whether patentable or not), schematics and other technical, business, financial, customer and product development plans, forecasts, strategies, and information, any information relating to the Company or its Clients including the details of the Clients, vendors, and their terms of business, financial information (save to the extent that these are included in published audited accounts) which comes in your possession and which the Company regards, or could reasonably be expected to regard, as confidential, whether or not such information is reduced to a tangible form or marked in writing as "confidential", and any and all information which has been or maybe derived or obtained from any such information) and/ or any other potentially sensitive business information relating to our business or our clients which may come to your knowledge during the course of your employment. The aforementioned information shall collectively be referred to as "Confidential Information"
   b. This obligation applies both during and after your employment with us. We consider confidentiality as an extremely important issue and will take appropriate disciplinary action in the case of unauthorized disclosure of confidential information.

Mailing U-3, 6th Floor Block-1, DLF Info City Hyderabad Ltd., IT/ITES SEZ, Gachibowli Village, Serilingampally Mandal, Rangareddy Dist, TS, India-500019

Registered Plot No. 590 A, Phase-I, Road No. 31, Jubilee Hills, Hyderabad, Telangana 500033 **Phone** | 91.40.3041.9999

Phone | 91.40.6141.8000

Web | www.globallogic.com
Mail | info@globallogic.com

CIN U74899DL2000PTC109036
GlobalLogic India Private Limited
(Previously known as GlobalLogic India Limited)

KV Pratyush
1117200130 40
4 LPA

verizon✓

Verizon Data Services India Pvt. Ltd.
Regd. & Corp. Office:
8th Floor, Citius Block - B, Olympia Technology Park
Plot No. 1, SIDCO Industrial Estate
Guindy, CHENNAI - 600 032. INDIA

Tel: (91 44) 4394 5000
Fax: (91 44) 4394 4000
www.verizon.com

CIN: U72300TN2001PTC046551

Sunday, April 16, 2023

Pratyush V
101, SR Enclave, east kakatiya nagar, neredmet,
Hyderabad

Dear Pratyush,

We are very excited to formally offer you the position of Junior Engr-Software Devt in Hyderabad for Verizon Data Services India Private Limited (the "Company") beginning on Monday, June 26, 2023. This letter describes the terms and conditions of your employment. Your employment is subject to satisfactory completion of background and reference checks, the absence of any bars or restrictions on your employment with the Company and your acceptance of these terms and conditions.

Employment Status

You will be on probation for an initial period of six (6) months, which the Company may extend in its sole discretion. During your probationary period, the Company can dispense with your services at any time by giving thirty day's notice or payment of salary in lieu thereof.

Compensation

Your compensation is as set forth in ANNEXURE I. This compensation shall be paid to you in accordance with the Company's normal payroll practices. You are expected to keep your compensation information confidential. All amounts payable to you by the Company pursuant to your employment shall be subject to requisite tax and other statutory deductions in accordance with applicable laws.

Leave and Benefits Plan

You will be eligible for leave and benefits as per Company policy.

Indian Statutory Schemes

You will be covered under the Employees Provident Fund Scheme from your date of joining the Company. In addition, at the time of separation from service, you may be entitled to gratuity under the Payment of Gratuity Act, 1972 and the Company's policies.

Compliance Documents and Personnel Policies

At our company, our reputation is a critical asset. Each and every one of us must focus on making it a point of pride. Our Code of Conduct clearly outlines our roles and responsibilities as employees and members of the Verizon community, and provides guidance on our daily decisions that affect the welfare of the Company. It is part of our culture, part of the way we do business. If you decide to accept our offer of employment, please read the Code in advance of your first day of employment; it is available via Verizon's external web site at: http://www.verizon.com/about/our-company/code-conduct Upon commencement of your employment, you will be required to complete a series of New Employee Forms, which will include a certification that you have read, understand and will abide by the Code in the course of your employment.

In addition, the Business and Scientific Information and Security Agreement (see Schedule 2) will apply during your employment. Moreover, your duties may require you to travel to and from Hyderabad. You may also be required to spend days away from Hyderabad depending on the requirements of your position. You should make yourself familiar with our travel and expense reimbursement policy.

Finally, Company personnel policies and practices will apply to situations not specifically addressed in this letter. The Company may, at its sole discretion, change these from time to time.

genpact
Transformation Happens Here

Date: December 11, 2023
Dear: Martin George

HIG015316-7501594

Sub: Letter of Intent

Congratulations! You have been selected by Genpact India Pvt. Ltd. ("the Company") as **Process Associate.**

You will be issued a letter of appointment upon meeting the pre requisites as mentioned below. Meanwhile, the Company is pleased to issue the following letter of intent.

Salient terms and conditions of your appointment with the Company are as follows.

1. Your annual Cost to Company (CTC) will be **INR 240,000.00.** Variable component is additional and is paid in addition to your CTC.

2. Applicability of Location specific allowances may vary according to location and/or the Company policy. Company may provide facilities in lieu of these allowances.

3. Your initial place of work will be **India>Hyderabad>Hyderabad Phoenix Hafeezpet IN - Office.** However; the Company may transfer you to any location/process on a need basis.

4. Post consultation with you, the following has been agreed upon:

- Date of Joining: **December 27, 2023**
- Reporting Time: **9:00:00 AM**
- Location: **India>Hyderabad>Hyderabad Phoenix Hafeezpet IN - Office**

Locations	On-boarding reporting time**	Genpact Office Address
NCR	10:30	Stellar 135 Building, Plot No 5 and 6, Sec-135, Noida, 201301, U.P. ,7th Floor, On-boarding Room , Noida
HYD	10:00	Genpact, Security In Gate no 3, 14-45,IDA,opp NGRI, Habsiguda,Uppal,Hyd-500009
JPR	9:30	Genpact India, JLN Marg , Malviya Nagar, Jaipur (NHO Room)
BLR	9:00	Genpact, # 99, Surya Park, Electronic City, Bangalore – 560100
KOL	10:00	Genpact India Unitech Hi Tech Structures Ltd. - IT/ITeS SEZ Building C1, 1st Floor Infospace Complex, DH 1, 2, 3 & 3/1, New Town Kolkata
***In order to experience a smooth Onboarding, please reach the venue on time*		

5. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a maximum period of 15 calendar days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs.250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."

ADP Private Limited
ONE West Building, Survey NO. 88/AA and 88/E, Nanakramguda Village,
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008
Ph: +91 40 6757 0000
adp.com

10 November, 2022

Praneeth penumarthy
111720013045
₹3,00,000/- annually

Mr. Praneeth Penumarty
#24-3-40-2, Vimaladevi Nagar,
Malkajgiri, Near SSS Hospital,
Hyderabad 500047.

Dear Praneeth,

Congratulations! Subsequent to the discussions we had with you, we are pleased to extend an offer for you to be a part of ADP. Please find the offer details below:

Position:	Customer Service Representative
Grade:	G1 L1
Start date:	On or Before 03 July, 2023
Compensation:	Gross Compensation of INR 300,008 (Rupees Three Lakhs and Eight Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP.
Probation & Notice Period:	You will be on probation for a period of six months from the date of your joining. During this period, you will be entitled to all benefits as per ADP's policy & your employment with the Company is terminable by serving a notice of sixty days on either side. On successful completion of probation period, the notice period would be ninety days on either side. ADP reserves the right to terminate your employment on the basis of, but not limited to, non-adherence to ADP's Code of Conduct & Ethics and other related policies, non-performance and elimination of the position per ADP's business needs.
Place of work:	Your initial place of work will be Hyderabad. However, your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

Note: Please find the details of the terms and conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We wish you a long and successful career with ADP.

Sincerely,

Vipul Singh
(Divisional Vice President & Head of HR)

Associate Signature: _____

UID : 1117200130416
Name: B. Sai Kiran
CTC: 4LPA

CORIZO
Empowering Tomorrow's Leaders

Letter of Engagement

01 July 2023

Dear Bathula Sai Kiran,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Corizo Edutech.**
We take this opportunity in wishing you the very best in your new employment as well as advising you that our offer letter is on the following terms and conditions:

1. Period of Service: The **first three(3) months** of your employment will be probationary. You shall, for the purpose of your employment with us, sign this offer letter for submission and approval of the management. You will be monitored for these three(3) months. **The first ten(10) days including the day of joining will be "On Job Training" or "Training Period" and will be unpaid.**

2. Designation and Salary: You shall be employed as a **Business Development Associate** with us and your benefits will be as follows:

3. Remuneration: For the duration of your probationary period you will be eligible for a compensation of **25,000 INR** (of with **15,000 INR will be fixed** and **10,000 INR will be variable incentive**) per calendar month. (Excluding training period)

4. Notice Period: In-between, if you want to discontinue with the company in any circumstances, it is **mandatory** to serve the **10 days of notice period.**

Please find the following confirmation of your employment.

Probation Start Date: **05/07/2023**

Probation End Date: **05/10/2023**

Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.
During the probation period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 days' notice should you wish to terminate your offer before the end of your probation period.

By accepting this offer letter of Employment, you acknowledge that you will keep all this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

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Mumbai 400 001

Ref: 981731/2275352/FTC **Date: 04th December, 2023**

Mekala Sunandha
9-238, Medchal, Ratha Shala, Medchal
Medchal, K.V. Rangareddy-501401
Phone No: 9392877352

Subject – Fixed Term Contract

Dear **Mekala Sunandha,**

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment a Fixed Term Contract with our Organization at **Hyderabad** for a period of **03 Months** with effect from **04th December, 2023** to **04th March, 2024** on the terms and conditions as specified in this Letter.

2. Your "Annual Total Cash Compensation" will be **Rs. 308051 (Rupees Three Lakhs Eight Thousand Fifty One Only).** Please refer **Annexure-A** for details on the compensation and statutory deductions.

3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B.**

5. The term of your employment shall commence with effect from your date of joining which shall be on **04th December, 2023**, and is effective till **04th March, 2024**. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

6. On the date of joining, you are requested to report to **Susma Sugumaran at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, SEZ Gate, Jubilee Enclave, Hitech City, Hyderabad - 500081**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.

7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Susma Sugumaran** latest by **04th December, 2023**.

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9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with Offers **Team** (E-Mail: TR00837566@TechMahindra.com)

For Tech Mahindra Limited



Mukul Sah
Group Head – HR & RMG

Encl: **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

Accepted

Date: Signature of Candidate:

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Annexure – A

Name : Mekala Sunandha
Title : Associate Analyst - BPS
Band : U1

Components of Total Cost to Company	Rs. (Per Annum)	Rs. (Per Month)
Basic (@35% of Total Fixed Pay)	105,000	8,750
HRA (@70% of Basic Pay)	73,500	6,125
Bonus/Statutory Bonus	21,000	1,750
Employer's contribution to Provident Fund (@12% of Basic Pay)	12,600	1,050
Employer's contribution to ESIC (@3.25% of Fixed Pay)	0	0
Personal Pay	87,900	7,325
Total Fixed Pay (Per Annum)	**300,000**	**25,000**
Cost to Company (CTC) ……...(A)	**300,000**	**25,000**
Additional Benefits ……(B)		
Gratuity	0	
Insurance Premiums (towards GTLI, GMIP and GPAI)	8,051	
Total Cost to Company (TCC) (Per Annum) ------(A) + (B)	**308,051**	
Employee deductions (C)		
Employee's contribution to Provident Fund (@12% of Basic Pay)	12,600	1,050
Employee's contribution to ESIC (@0.75% of Fixed Pay)	0	0
Total (C)	**12,600**	**1,050**
Take Home PA (during Training)	274,800	22,900
Take Home PA (Post Training)	274,800	22,900

Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.

Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -

i) Insurance
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakhs** to the beneficiary on the unfortunate death of the associate

b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **Rs. 3 lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **Rs. 2 lakhs.**

c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.

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ii) Transport Allowance:
- In the event of your availing Company provided transport to commute to and from office, deduction will happen from your salary as per applicable policy

With Best Wishes,

For Tech Mahindra Ltd. **Accepted by :**



Mukul Sah **Location :**

Group Head – HR & RMG **Date :**

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Annexure – B

1) Employment Agreement

a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited. or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

c) Employee data – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

d) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

e) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this

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Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

(i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd

(ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.

(iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.

(iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.

(v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

f) <u>Exclusivity of Services, Publications, Gifts/Anti-bribery</u>

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and

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- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

g) Confidentiality / Non-Disclosure

a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

h) Non-Disparagement Obligations

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners,

other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

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2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

3. Termination of Employment

(a) Either party can terminate this employment by serving a notice of 30 days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

(b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

(c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

(d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination**.**

(e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

(f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of

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The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

(g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

(h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. <u>Statement of Facts</u>

(a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

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5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. Personal Indebtedness

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. Restraints

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

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Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) Use of Company Resources

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(vi) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

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8. Overseas Service Agreement

As The Company will be spending substantial amount of time and money for your deputation /secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. Intellectual Property Rights

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. Jurisdiction

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

The above terms and conditions including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time. However, entitlements will be extended/prorated for the duration of the contract.

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Madhapur, Hyderabad 500081,India
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Fax: +91 40 2311 7011
techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

Name in full :

Signature :

Address :

Date :

Place :

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Annexure- C - Medical Declaration

MEDICAL DECLARATION FORM			
Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	
First Name:		Last Name:	
Gender: Male / Female		Date of birth (DD/MM/YYYY)				Blood Group	

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			

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Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? *(Please tick whichever applicable)*

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

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Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature:

Name: _____

Date: _____

(DD/MM/YY)

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Annexure – D – Checklist of the Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**, along with 1 photo copy of each.

(a) Certificates' supporting your educational qualifications along with marks sheets

- Xth & XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents – if any

(b) Your relieving letter from your present organization

(c) Service Certificate from the last employer as well as all previous employers.

(d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.

(e) Two passport-sized color photographs with white background.

(f) Valid Passport
Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(g) PAN Card and Proof of PAN Number
You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(h) Aadhaar Card
You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer.

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Annexure E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".
A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.

2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.

3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.

4) I hereby agree that :
   - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
   - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
   - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
   - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
   - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.
   - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon termination of my employment.

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- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.
- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name:
Signature:
Date :

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Annexure - F - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) **Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) **Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED ACCEPTED

_____ _____

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Annexure – G

Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. Actions Required on Termination: Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. Covenant Against Disclosure: I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its

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suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. <u>Ownership of Work Product:</u> Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

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6. Partial Restriction on Post-Termination Competition: Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. Covenant Not To Compete. I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential

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information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. Compliance Not Contingent Upon Additional Consideration: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. Damages and Remedies: I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. Severability: Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. Entire Agreement: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. Binding Effect: This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

13. Choice of Law: This Agreement will be governed and controlled in all respects by the laws of India.

14. Choice of Forum: The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement.

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The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited. For liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. Would incur upon such breach.
Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20___

Signature

_____
Name of Candidate

For and on Behalf Of
Tech Mahindra Limited



Mukul Sah
Group Head – HR & RMG

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Annexure – H

PROOF OF ACCEPTANCE OF
Code of Ethical Business Conduct (CEBC)
And
Statement of Policies and Procedures for Preventing Insider Trading

To
Tech Mahindra Ltd.
Date of Joining: _____
Dear Sir/Madam,
I _____ Associate Id No _____

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website (www.techmahindra.com >> Investors >> Overview), I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.
I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.
Authorized Signatory (HR) Signature of the Associate
Name:

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Synchrony International Services Pvt. Ltd.
Regd Office: Building Parcel – 3, Knowledge City
Floors 2 to 5, Unit 2 and 3, Plot No.2
Survey no. 83/1, Phase – 1, Raidurg Village
Serilingampally, Hyderabad.
Telangana – 500081.
GST Details: 36AADCR9682D1Z3
CIN No. U72200 TG 2008PTC 088404,
T 91-040 6765 0000

Date: **22-Dec-2022**

Dear **Shwetha,**

Sub: Letter Of Intent

We are pleased to inform you that subsequent to your interview with Synchrony International Services Pvt. Ltd, you have been selected for the position of **Representative Customer Service** and your Total Cost To Company will be **Rs.394953**/- **per annum**, including Fixed Salary of **Rs.300000/- per annum**

Reporting time: **1:00 pm IST**

Venue: **Virtual**

Date of Joining: TBD

Contact Person: Kamala Chigurupati

As part of pre-joining formalities you have to submit following documents. (Please carry 2 sets of all testimonials)

- Photo copy of Photo Id proof (Drivers license, Passport, PAN card, Voters ID card etc)
- Address Proof (Telephone Bill, Electricity Bill, Drivers license, Passport, PAN card, Voters ID card etc)

A detailed appointment letter would be issued to you on your date of Joining.

For further queries/ clarifications please contact us between 2 to 9 pm at **9154959076**
Or email **Kamala.chigurupati@syf.com**

With warm regards,

Kameswari G
VP, HR - Asia Diversity & Recruitment COE Leader
SYNCHRONY INTERNATIONAL SERVICES PVT LTD

Synchrony International Services Pvt. Ltd.
Regd Office: Building Parcel – 3, Knowledge City
Floors 2 to 5, Unit 2 and 3, Plot No.2
Survey no. 83/1, Phase – 1, Raidurg Village
Serilingampally, Hyderabad.
Telangana – 500081.
GST Details: 36AADCR9682D1Z3
CIN No. U72200 TG 2008PTC 088404,
T 91-040 6765 0000

ANNEXURE I

Annual Earning Opportunity Breakup (in INR)			
Name:	P T Shwetha		
	Earnings*	***Monthly***	***Annual***
	Basic	12,499	149,988
	HRA	7,499	89,993
	Special Allowance	52	621
	Employer Contribution to PF	1,500	17,999
	Gross Earnings (A)	**21,550**	**258,600**
	Bonus * (B)	1,250	15,000
	Meal Coupons	2,200	26,400
	Total CTC	**25,000**	**300,000**
Other Benefits*			
	Other Benefits (F):		
	Medical Insurance Coverage of 2,50,000 for Self & Dependents		24,642
	Life Insurance Coverage of 10,00,000 & Disability Insurance Coverage of 10,00,000 for Self		3,100
	Gratuity-cum-Life Insurance*****		7,211
	Free Transport		48,000
	Gym Subsidy		12,000
	Benefits Sub-Total		**94,953**
Total Earning Opportunity Per Annum			
	Total CTC+Benefits		***394,953***

Terms & Conditions (Important):

*The above mentioned Bonus includes Statutory Bonus (as per Payment of Bonus Act, 1965), if applicable.

****No money in lieu of Earnings In Kind will be paid if any of the benefits mentioned therein, is not availed

****Life Insurance Coverage of 10,00,000 & Disability Insurance Coverage of 6,00,000 for Self

*****Gratuity will be paid as per the Payment of Gratuity Act – 1972

All payments are subject to prevalent taxes and duties such as Employer Contribution to PF, Employees Contribution to PF, ESIC, PTAX, Income Tax and any other deductions as applicable.

Please note that your offer figure has been quoted corresponding to the Earning Opportunity at Maximum performance. It is important for you to note that you have an opportunity to earn less, basis on your individual performance.

HR Signature (Above) **Employee Signature (Above)**

Gmail

GEORGE REDDY <loyolastationary@gmail.com>

Fwd: All tasks completed

1 message

Arun Reddy <arunreddy47892@gmail.com>
To: "loyolastationary@gmail.com" <loyolastationary@gmail.com>

Tue, Jul 11, 2023 at 12:11 PM

---------- Forwarded message ---------
From: **SHL** <donot-reply@amcatmail.com>
Date: Sat, 8 Jul 2023, 5:14 pm
Subject: All tasks completed
To: <arunreddy47892@gmail.com>

Cognizant BPS Hiring

You're all done!

Hi V,

Thank you for completing all required assessments for Cognizant BPS Hiring.

They'll be in touch if there are further steps.

Please do not reply to this message; it has been automatically generated and comes from an email address that is not monitored. If you have any questions, please contact your administrator or use our online support site.

Thank you,
SHL

DISCLAIMER:

This communication, along with any attachment(s), is intended only for the use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of any information contained in or attached to this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and destroy the original communication and its attachments without reading, printing or saving in any manner. Thank you.

Registered office: The Pavilion, 1 Atwell Place, Thames Ditton, KT7 0NE, UK. Registration No: 01328744

V. Ashwini Reddy
111720015010
reddyashwini454@gmail.com
G300946425
BSc Electronics Communication & Technology

MINDSPACE
CONFERENCES

To,
Nagavardhan Doppalapudi
H.No-6-112/46, Dharmaram(B), Nizamabad, 503230, Telangana
7993660620
chintuchowdary979@gmail.com

May 15, 2023

Subject: **Job Offer Letter**

Dear Nagavardhan Doppalapudi,

In reference to your job application and then your interview followed by it, we are glad to inform you that you have been selected for the position of **Program Coordinator** in our esteemed organization at our company. Details of employment are as below:

Particulars		Details
Employment Type	:	Full Time
Compensation	:	CTC – Rs.2,40,000/- p.a.
Job Role Description	:	Program Coordinator
Reporting Date	:	01/06/2023
Reporting Time	:	10:00 a.m.
Report To	:	Mr. Bhargava (Managing Director)
Joining Date		01/06/2023
Payment Duration	:	Monthly

Please refer to our terms and conditions and one year bond is mandatory, please return the second copy of this letter duly signed in the space provided, latest by 18/05/2023.

We look forward to a long-lasting and mutually benefited business relationship ahead.

Thank you.

From,
Bhargava
Managing Director,
Mindspace Conferences

MINDSPACE CONFERENCES

Signatures:

1) MD Sign

2) Employee Sign

D. Nagavardhan
1117200150 18
chintuchowdary979@gmail.com
7993660620
Electronics and Communication Technology

10:34 ··· HYD_SITEL_-_T... 13

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sitel

Date: 25th May 2023

PRIVATE & CONFIDENTIAL

To,

Gainedy gowtham parth,
Plot No: 195, House No: 1-6-39/91/1, West
Venkatapuram, Last Bus Stop, Alwal, 500010

Dear **Gainedy gowtham parth,**

Sub: Offer cum Appointment letter - CSP

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of "Customer Support Professional" on following conditions:

Upon your joining on or before **25th May 2023**, you will be appointed as "**Customer Support Professional**" in the regular employment of SITEL. Your annual Base compensation (Total Guaranteed Pay) will be **INR 183,156 per annum**. Details of your overall compensation and other benefits is placed at Annexure-1. You will be assessed on attendance, performance against targets set and or any other parameters that may be communicated or may be applicable to your role.

1. In the initial period of appointment, you may be put into **Training** wherein you will be provided necessary upskilling to perform the job to the satisfaction and you will be assessed about your capability on time to time during and after the training. Your successfully completing various phases of training is a pre-condition to your continued employment with Sitel. if it is found during the said training your performance is not satisfactory or not up to the mark then you will stand automatically disqualified for appointment in the organization and your services shall stand automatically terminated.

2. Your initial appointment will be at Hyderabad but your services are liable to be transferred to any establishments which the Company opens from time to time; your services are also liable to be transferred from one department to another department; from one project to another and to the sister concerns/associated companies and subsidiary companies. Upon transfer, you will be governed by the terms and conditions of service applicable to the said establishment.

3. You will be subject to the Code of Conduct and other general rules of employment pertaining to holidays, leave rules and hours of work etc. prevailing in the Company or may be stipulated from time to time.

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sitel

4. The code of conduct and other general rules of employment shall be communicated to you in the induction and would be deemed understood and accepted upon your signing the

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c. Throughout the continuance of your employment give and devote the whole of your duties with the Company and while serving the Company will not, without the prior

GlobalLogic®
A Hitachi Group Company

Date : 20/09/23

Mamindla Sai Charan
Hyderabad

Dear Mamindla,

Subject: Offer of Employment with GlobalLogic Technologies Private Ltd.

Congratulations on your selection at GlobalLogic!

We are delighted to offer you the full-time position of **Associate Analyst, Content Engineering (CE02)** at Globallogic Technologies Private Limited (hereinafter "GlobalLogic" or "Company"). You will be based in and work from Hyderabad however, based on the position's requirements; you may be required to work anywhere in India or abroad. Your joining date would be **21/09/2023.** Your detailed salary structure is attached as per Annexure 1.

You are requested to furnish true and correct information pertaining to your qualification, experience & other details on the day of joining as per details mentioned in Annexure 2.

A detailed Appointment letter will be issued to you upon joining the company which will state the terms & conditions of your employment with us. Some of the important terms of your employment are as follows:

1. You will be initially placed on probation for a period of three (3) months and the said period can be extended at the sole discretion of GlobalLogic. During your probation period, you are expected to clear the training/certification/ process knowledge test ("PKT").
   During your probation period, if you fail to clear the above-mentioned tests, GlobalLogic will provide you with one more opportunity, if available as per the fitment within GlobalLogic to clear the training/certification/ process knowledge tests ("PKT"). If you are still unable to clear the training/certification/ process knowledge tests ("PKT"), or if there is no further opportunity available within GlobalLogic, your assignment may be terminated by GlobalLogic with immediate effect by paying severance pay equivalent to the basic pay for the notice period.
   On the expiry of the period of probation or extended period (which can be extended upto a maximum tenure not exceeding one year) of probation as applicable, if your services are not confirmed, you will receive an email mentioning the same. And in case you do not receive any such email after 3 Months (or the extended period, if applicable), your employment shall be deemed to be automatically confirmed.

You will abide by all the rules, regulations and policies of the company. The Company reserves the right to amend such policies, as needed from time to time.

2. You shall be required to work for 9.5 hours in any shift (including night shift and lunch break) as may be required by the Client from time to time. While working for Client on projects, working hours and notified holidays of the client may apply. GlobalLogic may expect its employees to devote extra time as and when required, towards work other than the normal working hours. Such requirements may arise on account of specific projects, deadlines, products, assignments, events, or the like. The extra time devoted by an employee shall be referred to as "Overtime".
3. At the time of tendering resignation you shall be required to give **two months** notice in writing. If the resignation has been tendered on the weekend OR on any holiday, the effective date of resignation will be deemed to be the next working day only. Your services in the company shall be terminable by giving **Thirty (30) days** notice or Basic salary in lieu thereof as per discretion of the management. Your last working day will be subject to the fulfillment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company.
4. This offer letter is subject to further conditions that:
    a) Your employment is subject to your approval and signing of our Non Disclosure Agreement (NDA) at the time of joining.
    b) Your appointment is contingent upon successful completion of a background check as per GlobalLogic and Client Background check verification process.
    c) By accepting this offer, you are expressing your consent to share the BGV report with third parties including but not limited to Clients of GlobalLogic with whom you can be deputed to work from time to time.
    d) We reserve the right to end our employment agreement with you should the results of your background investigation not be successful.
    e) This offer is valid up to **subject to your joining GlobalLogic on or before the given joining date**.
5. Your confidentiality obligations are as detailed below:
    a) You must not use or disclose to any person any confidential or other potential business transactions, information relating to Company and its Clients business (including, without limitation, computer programs, manuals, source code, object code, technical drawings and algorithms, supplier or potential supplier names, customer or potential customer names and expertise of entities, business contacts, employees and consultants, know-how, formulae, methods of doing business, processes, ideas, inventions, (whether patentable or not), schematics and other technical, business, financial, customer and product development plans, forecasts, strategies, and information, any information relating to the Company or its Clients including the details of the

GlobalLogic®
A Hitachi Group Company

Clients, vendors, and their terms of business, financial information (save to the extent that these are included in published audited accounts) which comes in your possession and which the Company regards, or could reasonably be expected to

regard, as confidential, whether or not such information is reduced to a tangible form or marked in writing as “confidential”, and any and all information which has been or maybe derived or obtained from any such information) and/ or any other potentially sensitive business information relating to our business or our clients which may come to your knowledge during the course of your employment. The aforementioned information shall collectively be referred to as “Confidential Information”.

b) This obligation applies both during and after your employment with us. We consider confidentiality as an extremely important issue and will take appropriate disciplinary action in the case of unauthorized disclosure of confidential information.
c) This clause is not intended to prevent you disclosing information required by or allowed by law.
d) This clause is to be read in conjunction with the Non-Disclosure Agreement that you will sign at the time of joining the Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be **HR SPOC at Hyderabad location**. You are requested to report to our office situated at **GlobalLogic Technologies Private Limited, U-3, 6th Floor, Block 1, DLF Info City, Hyderabad Ltd., IT/ITES SEZ, Gachibowli Village, Serilingampally Mandal, Rangareddy Dist., Telangana - 500019, India** at 9.30 AM.

For **GlobalLogic Technologies Private Ltd.**

Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **21/09/2023.**

Date: Signature: _____

(Mamindla Sai Charan)

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Annexure -1 Salary Structure	
Name : Mamindla Sai Charan	
Designation: Associate Analyst, Content Engineering	**Grade: CE02 Band: X**
WEF: 21-Sep-2023	**Location : Hyderabad**
Section A - Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Internet/Broadband Reimbursement*	0
Mobile Reimbursement*	0
Meal Vouchers**	0
Statutory Bonus (As per Payment of Bonus (Amendment) Act, 2015)	1800
Special Allowance	0
Total Monthly (A)	**13051**
Total Monthly Annualised (B)	**156612**
Annual Components (In Rs.)	
ESI Information***	5088
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme~	0
Total Annualised (C)	**19488**
Total Fixed Annual Gross Salary (B + C)	**176100**
Annual Variable Components (in Rs.)	
Annual Variable Pay ****(D)	**0**
Total Gross Salary (Fixed (B+C)+ Variable D))	**176100**
Section B - Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	2723
Total of Section B	**8492**
Total CTC (Section A + B)	**184592**
Incentive Indication(per annum)**	**36000**
Max Annual Total Remuneration	**220592**

In addition to Mediclaim, employee will be covered under below additional benefits -

1. Group Term Life Insurance : 5
2. Group Personal Accident Insurance worth Rs.2 Lacs

****An employee contribution of 0.75% will be deducted from employees in hand salary*
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for certain specific projects. The incentive program is discretionary, subject to change and based on individual and company performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For **GlobalLogic Technologies Private Ltd.**

Signature



Shuchita Shukla
Associate Vice President, People Development

Mamindla Sai Charan
Associate Analyst, Content Engineering

Mailing | U-3, 6th Floor Block -1, DLF Info City Hyderabad Ltd., IT/ITES SEZ, Gachibowli Village, Serilingampally Mandal, Rangareddy Dist, TS, India - 500019

Registered | 6th floor, Block 1, DLF Cyber city, Hyderabad, Telangana 500019
Phone | 91.40.6141.9900

Phone | 91.40.6141.9900

Web | www.globallogic.com
Mail | info@globallogic.com

CIN | U72200TG2006PTC067980 GlobalLogic Technologies Private Limited (Previously known as GlobalLogic Technologies Limited)

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Annexure -2

As part of the joining process, you are expected to get originals, for verification, of the following documents:

1. **Personal Data:**

    a. Passport
    b. 8 Photographs (Passport size)
    c. PAN No. Details. In case of non-availability of PAN, photocopy of application.
    d. Mark Sheets and Certificate of Class X & Class XII
    e. Graduation Certificate
    f. Post Graduation Certificate
    g. Mark sheets for all semesters during Graduation & Post Graduation
    h. Mark sheets and Certificates of Diploma(s)
    i. Mark sheets and Certificates of any training(s) attended
    j. Any other additional diplomas/certificates (Mark-sheets)
    k. UAN (Universal Account Number)
    l. AADHAR Card mandatory

2. **Previous Employment Record:**

    a. Relieving Letter and Work Experience Certificate from all previous employer(s) showing duration of employment, projects worked and technology used (where ever possible)
    b. Copy of the resignation letter
    c. Salary slip/ certificate from the last employer
    d. PF Account No., Regd Address of PF Trust / Commissioner for last 2 companies Income Tax
    e. Form 16/ TDS certificate from ex-employer

For **GlobalLogic Technologies Private Ltd.**



Shuchita Shukla
Associate Vice President, People Development

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011
techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder Mumbai
400 001

Ref: 964589/2216226/Permt **Date: 28th June, 2023**

James Abhraham Ojha
H No - 60, Madhura Nagar Colony,
Neredmet, Hyderabad - 500056.
Phone No: 6281967458

Subject - Offer of Appointment

Dear **James Abhraham Ojha,**

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Technical Support** on **U1** band**,** operating out of our **Hyderabad** office.

2. (a) You will be on probation for a period of 3 months from the date of joining the Company during which you will be on training covering the complete process and projects or services, mandated by the customer of the Company. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

(b) Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the training mandated by the customer of the Company.

GST NO : 33AAACX4346B1ZI

XTANCIA TECHNOSOFT OPC PVT LTD

NO.123, 124, Nungambakkam High Rd, Thousand Lights , Ch- 600034

OFFER LETTER.

24/1/24

Dear Kata Neha,

Sub: Job offer letter for the position of Data back up executive.

XTANCIA TECHNOSOFT OPC PVT LTD the organization is pleased to offer you the position of Data Back Up Executive at our prestigious company XTANCIA TECHNOSOFT OPC PVT LTD which is at Hyderabad(xtancia).

Your experience and talents will be an ideal fit for our organization.
As we discussed, your starting salary as a Data Back Up Executive will be 30,000/- (completing two projects in a month) 15,000/ on completion per project for 15days(80% accuracy mandatory)with following the norms and rules of the project which is given in the terms and conditions .

Also, for the additional benefits, employee benefit plan and will be effective from 3rd month from the date of joining.

Keeping information confidential. Respond to queries for information and access relevant files. Comply with data integrity and security policies.

We are looking forward to having you in our team and to seeing you achieve great things at xtancia.

Nehakata

APPLICANT SIGN

For:

XTANCIA TECHNOSOFT OPC PVT LTD

XTANCIA TECHNOSOFT PVT LTD



Strictly Private and Confidential

Date: 06/28/2023

Borra Anuradha

C12061458

1-5-466, surya nagar, old alwal, venkateshwara colony, Tirumalagiri, Bolarum, Hyderabad, Telangana - 500010

7993462272

Dear **Borra Anuradha,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering

Please refer to:

• Annexure I for the compensation and benefits details.

• Annexure II for documentation to be submitted by you.

• Annexure III Terms of Employment

• Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Reference Id: d4d34c8f-8d5e-4aad-846e-4498e033a271_1
Signed By: MAHESH VASUDEO ZURALE

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment,in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

• The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.

• After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

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 Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture 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 Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

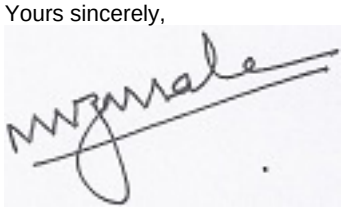
After accepting this Offer, we encourage you visit Countdown to the Company-

(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on *https://indiacampus.accenture.com/myzone/accenture/auth/login*

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

_____

Borra Anuradha

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	25,500/-
Maximum Annual Total earning potential(A+B)	3,25,500/-
(C)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 13,700/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 344200/-

(D)##Additional Discretionary Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares **at 15% discount on the fair market value**	

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your 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/regulations 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.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to 2 times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1.Medical:

a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

2.Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3.Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (D) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

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.

a) 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.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates

regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1.Two copies of your recent passport size photographs.

2.Original marksheet of all semester (PG/UG).

3.Original provisional degree certificate or convocation degree certificate.

4.Copy of X, XII and all semester mark sheets of PG & UG Degrees.

5.Copy of Degree/PG/Diploma (as applicable) certificates.

6.Passport copy, if available (if not please apply immediately).

7.Pan Card

8.Certification Completion Document (as mentioned in the eligibility criteria)

9.Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture 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 Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture 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 Accenture. 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 Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

_____

Borra Anuradha

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its

affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

August 10, 2023

Narra Poojitha
1-10-170/34, Bharathi Nagar Colony, Temple Alwal
Hyderabad Telangana
500010

Dear Narra Poojitha,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Global Solutions (India) Pvt. Ltd. ("the Company") a UnitedHealth Group Company, in the position of **Customer Service Representative** at **salary grade 22.** Your work location shall be at Company's office located at **Building No 12B, Mindspace, Hyderabad**. The terms and conditions of your employment are set out hereinafter:

EMPLOYMENT

We are pleased to extend this offer to you basis the selection process administered. Your effective date of joining shall be no later than **August 28, 2023**. Your employment with the Company shall be subject to the timely submission of the following listed mandatory documents for background verification purposes, to be submitted prior to or latest by your Start Date. Successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date, are required for your employment with the company:

(i) Highest Degree Certificate
(ii) PAN Card OR Passport
(iii) Relieving Letter/ Experience Letter from all the organizations worked in last 5 years, except for the immediate last employer for which you will be granted 45 days from your start date

You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including 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 and your employment will be subject to acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, 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, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

PROBATION

You shall serve a minimum probation period of **90 days** from the date of your joining the Company ("Probation") following which you shall get confirmed into the Company by default unless you receive a letter for confirmation extension. The Company reserves the right to extend the probation period for an additional Ninety (90) days in the event that your performance is not up to expectation.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies which shall be made available to you upon request, but which otherwise are available on the Company's website.

During the period of Probation, either the Company or you may at any time terminate your employment without cause by giving in writing to the other party, Thirty (30) days notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

PLACE OF POSTING

Your initial place of posting shall be at the Company's office located at **Building No 12B, Mindspace, Hyderabad**. The Company works across different geographies providing services to its clients and you may be required to go through appropriate induction and orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by the Company on a worldwide basis. However, your services are transferable and you may be assigned/ transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates. It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement shall not deem to constitute a change in your conditions of service.

Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other person/company associated with the Company whether in India or abroad. In such a case your relocation expenses shall be borne by the Company and your reimbursement shall be as per the relocation policy of the Company.

Your place of work shall change in case of any relocation of the Company's offices, for which you shall be entitled to reimbursement in consonance with the relocation policy of the Company.

The Company operates on a 24X7 basis and is open for 365 days in a year.

PERFORMANCE OF DUTIES

You shall be assigned with all the duties and responsibilities of the **Customer Service Representative** and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.

COMPENSATION

As compensation for services to be rendered, you shall be paid an annual fixed salary of **Rs.234,000.00**, **(Rupees Two Lakh Thirty Four Thousand Only)**. Your cost to the Company (CTC) shall be **Rs.297,975.00**, **(Rupees Two Lakh Ninety Seven Thousand Nine Hundred Seventy Five Only)** per annum. A detailed compensation structure is provided along with this letter of appointment.

The salary shall be payable on a monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the 7th day of the succeeding calendar month. Please note that your salary details are highly confidential and should not be disclosed inside or outside the Company by you in any manner whatsoever and any failure on your part to adhere to this obligation shall be considered as serious breach of the terms of this letter of appointment.

REWARDING RESULTS PLAN

You shall be eligible to participate in the Rewarding Results Plan in accordance with the terms and conditions of the Company, as amended from time to time. In this Rewarding Results Plan, you may be eligible to earn an annual performance-based incentive in addition to your basic salary. Your initial annual target incentive is **10%** of the fixed salary. It is clarified that no payment under this plan is guaranteed, and is subject to attainment of corporate and business unit's financial performance thresholds as well as individual performance ratings attained for the year on the Company's discretion. Basis this, your annual incentive payout could range from **0%- 10%** of the fixed salary. Any annual or other bonus payments are discretionary, non-binding and revocable for future years. Kindly refer to the rewarding results plan policy for any information regarding eligibility, payouts or any other terms and conditions associated with this plan.

The payment of all compensation and bonus / incentive, if any, shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

By accepting this letter of appointment you authorize the Company to deduct from your remuneration on termination of employment (including salary, salary in lieu of notice, sign on bonus, notice pay out etc.) all debts owed by you to the Company or any of its group companies/associates or any fine imposed by the Company as a discretionary penalty pursuant to the Company's disciplinary procedure.

TERMINATION OF EMPLOYMENT

During the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, Thirty (30) days notice. Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

After completion of the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 30 days notice. The Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

However, notwithstanding the above, the Employee must refer to the Company's Separation Policy (as available on Company's intranet link) for the notice period days applicable to them based on their entity, grade and employment status at the time of resignation.

The notice period matrix, as provided under the Company's Separation Policy, shall be applicable with the change in employee job family, job role and employment status. The provisions of the notice period matrix, as provided under the Company's Separation Policy, shall over -ride the notice period as stipulated in the appointment contract or any other document issued before this date. No separate individual employee consent shall be necessary for applicability of this clause.

In case of any conflict pertaining to the notice period between this Offer letter and the prevalent Separation Policy of the Company, the contents of the Separation Policy shall take precedence over the terms of this offer letter and shall be binding on the employee.

Your employment shall also be governed by the standard terms and conditions, which are annexed hereto as Appendix 3 and the same shall form an integral part of this letter of appointment.

Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 3.

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of **Optum Global Solutions (India) Pvt. Ltd.,** We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

Congratulations and welcome to **Optum Global Solutions (India) Pvt. Ltd.** You shall be receiving an e-mail communication from us shortly for your new hire orientation training. You are requested to attend the same on your first day of reporting along with the documents as mentioned in the Appendix '2'. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

Narra Poojitha, we thank you for considering **Optum Global Solutions (India) Pvt. Ltd.** as your future employer! We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do **your life's best work.**[SM]

For Optum Global Solutions (India) Private Limited



Ashish Garg
Senior Director - Recruitment

I accept this letter of appointment on the terms and conditions as described herein.

ACKNOWLEDGEMENT:

_____ Date: _____
Narra Poojitha

Appendix 1

Employees shall be entitled to health, personal accident and life insurance benefits as per the Company's policy (over and above CTC)

i. Gratuity shall be paid as per the Gratuity Act (over and above CTC)
ii. Employees shall be eligible for provident fund as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952
iii. Employees shall be eligible for Employees State Insurance as per the Employees State Insurance Act, 1948
iv. No payment under the Rewarding Results Plan/ bonus is guaranteed, and is subject to attainment of corporate and business unit's financial performance thresholds as well as individual performance ratings attained for the year as per the Company discretion.
v. Take home salary shall be net of provident fund & income tax deductions depending on your savings under various schemes. Also, the monthly take home shall be impacted depending on the reimbursements claims every month.
vi. Leave travel allowance (LTA) shall be payable once in a year as governed by the internal policy of the Company.
vii. In case of female employee, key maternity benefits as available under Maternity Benefit Act, 1961, read along with amendments/ state rules, as amended from time to time, are detailed out under the relevant Company's policy and same are further summarized under Appendix 1 of this letter for your reference.

You shall be entitled to avail maternity leave as per your eligibility*, as shown in the table below. The maternity leave is inclusive of weekly offs, and public and national holidays.

*Eligibility: All women employees who have worked for a minimum of 80 (eighty) days of service with the company in the period of twelve months immediately preceding the date of her expected delivery or child is handed over to the commissioning/adopting mother, or date of miscarriage/medical termination are eligible for paid maternity leave.

Types of Maternity Leaves - Leave Entitlement (in Weeks)

i. Maternity Leave up to two (2) surviving children – 26
ii. Maternity Leave in case of two (2) or more children – 12
iii. Commissioning Mother – 12
iv. Adopting Mother – 12
v. Leave for miscarriage/medical termination – 6
vi. Tubectomy Operation – 2

Additional Benefits:

In case the nature of work permits, the reporting manager at his/her own discretion may approve work from home option for you after the maternity leaves have exhausted. However, the duration has to be mutually agreed by you and your manager.

"You shall be entitled to avail crèche facility as per daycare benefit policy."

viii. Company shall review and change the salary structure in case there is an impact to CTC due to any reasons, including but not limited to any change in law.

Appendix 2

Please come prepared with the following required documents (photocopies & originals) on your first day of joining:

- Highest Degree Certificate OR Highest Qualification Marksheet
- PAN CARD - In case you do not have PAN CARD, please apply for a PAN CARD and submit a copy of 'Acknowledgement of PAN CARD Application'
- Date of Birth Proof - Class Xth Certificate
- 6 passport size photographs
- Relieving letter / Experience letter for your immediate last employment – Incase the relieving letter has not been issued as yet, kindly carry a copy of your resignation acceptance
- Copy of UAN CARD or FORM 11 (downloaded from EPFO portal) – This is applicable for the employees with prior work experience, if UAN has been issued by the previous employer
- Copy of AADHAAR CARD - In case you do not have AADHAAR, please apply for AADHAAR and submit a copy of 'Acknowledgement of AADHAAR Application'
- If monthly fixed salary is INR 21000 or less.

- Cancelled Cheque Leaf
- Any document containing ESI Number e.g. payslip, ESI card etc., if you are already registered with ESIC.

Your employment with the Company shall be subject to submission of the above documents and required joining forms within 45 (forty five) days of your joining. The Company reserves the right to terminate your employment, in the event the above documents and forms are not submitted within the time stated above.



Appendix 3

STANDARD TERMS AND CONDITIONS OF EMPLOYMENT

This appendix containing the Standard Terms and Conditions of employment is attached to the letter of appointment and shall be deemed to be an integral part thereof. Your employment is conditional upon your acceptance of the standard terms and conditions detailed herein.

1. CONFIDENTIALITY

1.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public/outsiders at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its employees, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence, and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties. You agree to sign the 'Confidentiality Agreement' in this regard, the terms of which shall form an inalienable part of this letter of appointment.

1.2 You undertake not to make copies or duplicates of any tangible Confidential Information or other sensitive property or materials of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.

1.3 You shall keep strictly confidential, details of your salary and the employment benefits provided to you, within and outside the Company.

1.4 You agree and confirm that the terms and conditions of this Section 1 shall survive the termination or discontinuation of your Services with the Company.

2. NON-SOLICITATION

You shall not, during the term of your employment and for a period of twelve (12) months immediately following any termination of such employment (regardless of whether such termination is voluntary or involuntary), directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity: (a) interfere with the Company's continuing relationships with its other employees, (b) disparage the Company with such other employees, (c) attempt to induce such other employees to leave their employment with the Company, (d) interfere with the Company's continuing relationships with its suppliers or customers, (e) disparage the Company with suppliers or customers, (f) sell, attempt to sell or solicit the sale of products competitive with those of the Company to the Company's customers, or (g) take any action to discourage or divert any suppliers or customers from doing business with the Company.

3. NON-COMPETITION

3.1 You agree that some restrictions on your activities during and after your employment are necessary to protect the goodwill and other legitimate interests of the Company. During your employment, you agree not to engage yourself for any outside business competitive with the Company. During the employment and for a period of one year after your employment terminates/expires (the "Restriction Period") with the Company, you undertake not to compete, directly or indirectly, with the Company in the Territory described below, whether as an employee, consultant, agent, partner, owner, investor, or otherwise. Specifically, but without limiting the foregoing, you agree not to engage in any manner in any activity that is directly or indirectly competitive or potentially competitive with the business of the Company as conducted or under consideration at any time during your employment. For purposes of this provision, the business of the Company shall include all services and products offered by the Company in any manner or under development, and your undertaking shall encompass all items, products, and services that may be used in substitution for the products. You acknowledge that the Company's business is global in scope and therefore the "Territory" referred to above shall include the entire world.

3.2 Notification Requirement: Until 6 (six) months after the period set forth in Section 3.1, you undertake to notify the Company in writing of any change in your address and of each new job or other business activity in which you plan to engage, at least 30 days prior to beginning such job or activity. Such notice shall state the name and address of any new employer and the nature of your position/designation.

4. INTELLECTUAL PROPERTY RIGHTS

You shall disclose promptly, completely and in writing to the Company any discovery, invention, methodology or improvements made thereto, process, software applications or products, conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions whether or not patent applications are filed thereon shall at all times belong absolutely to and be the sole and absolute property of the Company. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. If and when required by the Company, you shall at the Company's expense take out or apply for patents, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

You shall not use the name and/or logo of the Company for any purpose whatsoever nor shall you use any copyright, patent, trademark, trade name, registered design or any other like right vested in the Company except for performing services stipulated in the letter of appointment.

5. DISCIPLINARY ACTION PROCEDURE

Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee shall be regarded as a disciplinary or capability matter. Your immediate superior shall normally deal with minor disciplinary matters. The procedure for more serious offences including major misconduct shall be dealt in the manner set out under the Company's regulations/policies.

6. COMPANY'S REGULATIONS/POLICIES

You shall abide and be bound by the Company's regulations/policies, and the same shall form part of this letter of appointment. The Company's regulations/policies may be changed / amended at any time at the discretion of the Company and the changed Company regulations/policies shall thereupon bind you. You shall also carry out and abide by any instruction, policies, 'house rules' and 'office orders' issued by the Company from time to time.

7. TERMINATION OF EMPLOYMENT

7.1 During Probation period either the Company or you may at any time terminate your employment with the Company, without cause, by giving in writing to the other party, 1 (one) months' notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition set forth in Section 7.6 below.

7.2 After completion of the Probation period, either the Company or you may at any time terminate your employment, without cause, by giving in writing to the other party, notice of 30 days or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice.

7.3 After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

7.4 Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.

7.5 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in Section 3 of the letter of appointment, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you shall continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You shall not be entitled to engage in any other employment, work or business during this notice period.

7.6 In addition to all the rights of the Company provided for in this agreement or in any other policies/regulations of the Company or under law, the Company may terminate your employment forthwith in any of the following circumstances:

i. Breach by you of any of the terms of this letter of appointment ;Breach of any clauses of the Company's regulations/policies as referenced in Section 6 hereinabove;
ii. Unauthorized absence beyond a period of seven consecutive days;
iii. Inability to perform your duties beyond a period of thirty (30) days, whether on medical grounds or on any other grounds;
iv. Physical or mental incapacitation to perform your duties;
v. Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
vi. Commission of any act detrimental to the interests of the Company;
vii. Commission of any act of moral turpitude;
viii. Misconduct;
ix. Commission of an act of insolvency;
x. Conviction in any court of law for the commission of any crime; or
xi. Your performance is continuously measured as below expectation.

Notwithstanding anything contained in Section 7.1, the Company reserves the right to terminate your employment without giving any notice period or pay in lieu thereof if you are in breach of the sub-clauses of clause 7.6 hereinabove.

8. REPRESENTATION

You represent and warrant that you are not bound by or subject to any court order, agreement, arrangement or undertaking (including but without limitation any non-competition or non-solicitation undertakings) or any other disability of any nature which may in any way restrict or prohibit you from entering into this letter of appointment or from performing your duties and providing services under this agreement of employment on the terms and condition contained herein.

9. INTERPRETATION

If any of the provisions of this letter of appointment shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or un¬enforceability shall not affect any other provisions of this letter of appointment, and this letter of appointment shall be construed as if such invalid, illegal or unenforceable provision has never been contained in this letter of appointment. If, moreover, any one or more of the provisions contained in this letter of appointment shall for any reason be held to be excessively broad as to duration, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law as it shall the appear.

10. DISPUTES

All disputes or differences whatsoever arising between the Company and you out of or relating to the construction, meaning and operation or effect of this letter of appointment or the breach thereof shall be settled by a senior officer of the Company and the decision made in pursuance thereof shall be binding on you and the Company.

11. WAIVER OF BREACH

Any waiver by the Company of a breach of any provision of this letter of appointment shall not operate or be construed as a waiver of any subsequent breach.

12. EMPLOYEE PERSONAL INFORMATION

12.1. The Company understands that privacy of information is important to you. The Company does not sell or otherwise share personally identifiable information except as provided below.

12.2. You consent to the processing and use of your Personal Data held by the Company for legal, personnel, administrative and/or management purposes. You further consent to the transfer of your Personal Data to other members of the UnitedHealth Group and to other third parties including those who provide products or services to the Company (such as benefit providers, record maintenance and payroll administrators), legal counsel, regulatory authorities, potential or future employers and potential purchasers of the Company or the business in which you work provided that the transfer is for one of the purposes referred to above, even where the recipient of the data is located in a country or territory which does not maintain adequate data protection standards but where the Company has nevertheless installed reasonable technical safeguards to avoid unauthorized access.

12.3. You further consent to your Personal Data being stored on a central database in the USA or wherever it may be located in the future, which is accessible by persons from the UnitedHealth Group and other third parties mentioned above in a number of

different countries or territories, including countries and territories which do not maintain adequate data protection standards. For the purposes of this consent, "Personal Data" includes, but is not limited to: name, address and contact details, date of birth, marital status, educational background, employment application, history with the company, job title, areas of expertise, details of salary and benefits, social security number, bank details, performance appraisals, salary reviews, records relating to holiday and other leave, working time records, details of any shares of common stock or directorships of the Company or any other member of the UnitedHealth Group held by you, details of all stock options, phantom stock options, or any entitlement to shares of common stock of the Company or any other member of the UnitedHealth Group awarded, cancelled, exercised, vested, unvested or outstanding in your favor and other management records. Personal Data also includes Sensitive Personal Data relating to your health (including information in the employee medical questionnaire, records of sickness absence, medical certificates and reports).

13. OTHERS

13.1. You shall be bound by the Company's regulations/policies, and all other rules, instructions, and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Company's regulations/policies, rules, instructions, etc. were part of this letter of appointment. In case of any conflict between this letter of appointment and Company's regulations/policies, the terms and conditions herein shall override/prevail.

13.2. You shall inform the Company as soon as possible about any change in your residential address.

13.3. Survival: Section 1, 2, 3, 4 & 12.3 shall survive the termination of this letter of appointment.



Optum

Please find below the salary annexure for your reference:

Optum Global Solutions (India) Private Limited		
Narra Poojitha | Customer Service Representative | Grade 22		
	ANNUAL	**MONTHLY**
BASIC	**93,600**	**7,800**
HRA	**46,800**	**3,900**
FLEXI	**93,600**	**7,800**
MEAL CARD	-	-
FUEL REIMBURSEMENT	-	-
LEAVE TRAVEL ALLOWANCE	-	-
	-	-
	-	-
	-	-
SPECIAL ALLOWANCE	93,600	7,800
TOTAL FIXED SALARY	**234,000**	**19,500**
Target QVC (AT 100%)	33,600	2,800
PF (Employer's Contribution)	21,600	1,800
ESI (Employer's Contribution)	8,775	731
CTC	**297,975**	**24,831**



CMR
GLOBAL SCHOOL

Sy No. 72 & 73, Pipeline Road,
Opposite Shweta Aryan, Petbasheerbad,
Quthbullapur (M), Medchal Malkajgiri (D),
Hyderabad, Telangana – 500067.
Contact No: 9030666092, 9030222692

Ref: MRES/CMRGS/EST/2023

Date: 04.06.2023

APPOINTMENT ORDER

Sub: Establishment-Selection of Miss P.P.V.N Jeevita in CMR Global school,Petbasheerbad.

Appointment Order-Reg.

1. We are pleased to appoint you as **Pre-primary Teacher** in **CMR Global School**.

2. Your appointment will commence from **05/06/2023.**

3. The appointment is bound by rules and regulations of Malla Reddy Educational Society.

4. You will be on probation for a minimum period of one year and will be confirmed subject to the fulfillment of conditions stipulated by the Educational Society

5. Prior information should be given in case of any delay in joining, failing which it will be presumed that you are not interested to join the school.

6. You shall not leave the organization without first obtaining a written permission and no dues certificate from the management.

8. Termination of responsibilities must be preceded by one month notice in writing and email to the higher authority.

9. If you are suspended during any investigation on charges of misconduct, you will not be paid during the period

10. The salary will be paid according to the **existing pay scales.**

We congratulate you on your appointment and wish a long and successful career with us. We assure you of our support for your professional development and growth.

Challa Reddy

MANAGER

CANDIDATE

04/06/23

PRINCIPAL

PRINCIPAL
CMR GLOBAL SCHOOL, PETBASHEERBAD
Sy.No. 72 & 73, Petbasheerabad,
Quthbullapur (M), Medchal-Malkajgiri Dist.,
Hyderabad, Telangana.

15000/-
(Fifteen thousand only)



Strictly Private and Confidential

Date: 04/11/2023

Srishti Nidhi Dangwar

C11889011

PLOT NO. 1T07 ,VENKATESHWARA LAKE FRONT VIEW APART,FLAT NO.502,RKPURAM,NEREDMET

7013910269

Dear **Srishti Nidhi Dangwar,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering

Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Candidate's Signature:

Reference Id: b7aefcbc-269d-4313-8092-e04a1953377f_1
Signed By: MAHESH VASUDEO ZURALE

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

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 Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture 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 Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

After accepting this Offer, we encourage you visit Countdown to the Company-

(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on *https://indiacampus.accenture.com/myzone/accenture/auth/login*

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Srishti Nidhi Dangwar

Date : 27|06|2023

Candidate's Signature

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	25,500/-
Maximum Annual Total earning potential(A+B)	3,25,500/-
(C)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 14,200/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	**INR 344700/-**

(D)##Additional Discretionary Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares **at 15% discount on the fair market value**	

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your 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/regulations 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.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1.Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law 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. This is as per current arrangement with our Insurer and is subject to

review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse 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.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (D) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

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.

a) 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.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1.Two copies of your recent passport size photographs.

2.Original marksheet of all semester (PG/UG).

3.Original provisional degree certificate or convocation degree certificate.

4.Copy of X, XII and all semester mark sheets of PG & UG Degrees.

5.Copy of Degree/PG/Diploma (as applicable) certificates.

6.Passport copy, if available (if not please apply immediately).

7.Pan Card

8.Certification Completion Document (as mentioned in the eligibility criteria)

9.Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

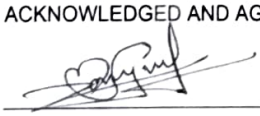
ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture 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 Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture 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 Accenture. 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 Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:



Srishti Nidhi Dangwar

Date: 27|06|2023

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

Optum

September 24, 2023

Yerraboina Anshu
H No 3-313, Krishna Nagar Colony Macha Bolarum, Secunderabad
Hyderabad Telangana
500010

Dear Yerraboina Anshu,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Global Solutions (India) Pvt. Ltd. ("the Company") a UnitedHealth Group Company, in the position of **Customer Service Representative** at **salary grade 22.** Your work location shall be at Company's office located at **Building No 12B, Mindspace, Hyderabad**. The terms and conditions of your employment are set out hereinafter:

EMPLOYMENT

We are pleased to extend this offer to you basis the selection process administered. Your effective date of joining shall be no later than **October 9, 2023**. Your employment with the Company shall be subject to the timely submission of the following listed mandatory documents for background verification purposes, to be submitted prior to or latest by your Start Date. Successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date, are required for your employment with the company:

(i) Highest Degree Certificate
(ii) PAN Card OR Passport
(iii) Relieving Letter/ Experience Letter from all the organizations worked in last 5 years, except for the immediate last employer for which you will be granted 45 days from your start date

You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including 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 and your employment will be subject to acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, 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, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

PROBATION

You shall serve a minimum probation period of **90 days** from the date of your joining the Company ("Probation") following which you shall get confirmed into the Company by default unless you receive a letter for confirmation extension. The Company reserves the right to extend the probation period for an additional Ninety (90) days in the event that your performance is not up to expectation.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies which shall be made available to you upon request, but which otherwise are available on the Company's website.

During the period of Probation, either the Company or you may at any time terminate your employment without cause by giving in writing to the other party, Thirty (30) days notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

PLACE OF POSTING

Your initial place of posting shall be at the Company's office located at **Building No 12B, Mindspace, Hyderabad**. The Company works across different geographies providing services to its clients and you may be required to go through appropriate induction and orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by the Company on a worldwide basis. However, your services are transferable and you may be assigned/ transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates. It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement shall not deem to constitute a change in your conditions of service.

Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other person/company associated with the Company whether in India or abroad. In such a case your relocation expenses shall be borne by the Company and your reimbursement shall be as per the relocation policy of the Company.

Your place of work shall change in case of any relocation of the Company's offices, for which you shall be entitled to reimbursement in consonance with the relocation policy of the Company.

The Company operates on a 24X7 basis and is open for 365 days in a year.

PERFORMANCE OF DUTIES

You shall be assigned with all the duties and responsibilities of the **Customer Service Representative** and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.

COMPENSATION

As compensation for services to be rendered, you shall be paid an annual fixed salary of **Rs.234,000.00**, **(Rupees Two Lakh Thirty Four Thousand Only)**. Your cost to the Company (CTC) shall be **Rs.297,975.00**, **(Rupees Two Lakh Ninety Seven Thousand Nine Hundred Seventy Five Only)** per annum. A detailed compensation structure is provided along with this letter of appointment.

The salary shall be payable on a monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the 7th day of the succeeding calendar month. Please note that your salary details are highly confidential and should not be disclosed inside or outside the Company by you in any manner whatsoever and any failure on your part to adhere to this obligation shall be considered as serious breach of the terms of this letter of appointment.

BONUS

You shall be eligible for bonus as per the Company's bonus policy.

TERMINATION OF EMPLOYMENT

During the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, Thirty (30) days notice. Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

After completion of the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 30 days notice. The Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

However, notwithstanding the above, the Employee must refer to the Company's Separation Policy (as available on Company's intranet link) for the notice period days applicable to them based on their entity, grade and employment status at the time of resignation.

The notice period matrix, as provided under the Company's Separation Policy, shall be applicable with the change in employee job family, job role and employment status. The provisions of the notice period matrix, as provided under the Company's Separation Policy, shall over -ride the notice period as stipulated in the appointment contract or any other document issued before this date. No separate individual employee consent shall be necessary for applicability of this clause.

In case of any conflict pertaining to the notice period between this Offer letter and the prevalent Separation Policy of the Company, the contents of the Separation Policy shall take precedence over the terms of this offer letter and shall be binding on the employee.

Your employment shall also be governed by the standard terms and conditions, which are annexed hereto as Appendix 3 and the same shall form an integral part of this letter of appointment.

Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 3.

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of **Optum Global Solutions (India) Pvt. Ltd.,** We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

Congratulations and welcome to **Optum Global Solutions (India) Pvt. Ltd.** You shall be receiving an e-mail communication from us shortly for your new hire orientation training. You are requested to attend the same on your first day of reporting along with the documents as mentioned in the Appendix '2'. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

Yerraboina Anshu, we thank you for considering **Optum Global Solutions (India) Pvt. Ltd.** as your future employer! We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do **your life's best work.**[SM]

For Optum Global Solutions (India) Private Limited



Ashish Garg
Senior Director - Recruitment

I accept this letter of appointment on the terms and conditions as described herein.

ACKNOWLEDGEMENT:

_____ Date: _____
Yerraboina Anshu

Appendix 1

Employees shall be entitled to health, personal accident and life insurance benefits as per the Company's policy (over and above CTC)

i. Gratuity shall be paid as per the Gratuity Act (over and above CTC)
ii. Employees shall be eligible for provident fund as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952
iii. Employees shall be eligible for Employees State Insurance as per the Employees State Insurance Act, 1948
iv. No payment under the Rewarding Results Plan/ bonus is guaranteed, and is subject to attainment of corporate and business unit's financial performance thresholds as well as individual performance ratings attained for the year as per the Company discretion.
v. Take home salary shall be net of provident fund & income tax deductions depending on your savings under various schemes. Also, the monthly take home shall be impacted depending on the reimbursements claims every month.
vi. Leave travel allowance (LTA) shall be payable once in a year as governed by the internal policy of the Company.
vii. In case of female employee, key maternity benefits as available under Maternity Benefit Act, 1961, read along with amendments/ state rules, as amended from time to time, are detailed out under the relevant Company's policy and same are further summarized under Appendix 1 of this letter for your reference.

You shall be entitled to avail maternity leave as per your eligibility*, as shown in the table below. The maternity leave is inclusive of weekly offs, and public and national holidays.

*Eligibility: All women employees who have worked for a minimum of 80 (eighty) days of service with the company in the period of twelve months immediately preceding the date of her expected delivery or child is handed over to the commissioning/adopting mother, or date of miscarriage/medical termination are eligible for paid maternity leave.

Types of Maternity Leaves - Leave Entitlement (in Weeks)

i. Maternity Leave up to two (2) surviving children – 26
ii. Maternity Leave in case of two (2) or more children – 12
iii. Commissioning Mother – 12
iv. Adopting Mother – 12
v. Leave for miscarriage/medical termination – 6
vi. Tubectomy Operation – 2

Additional Benefits:

In case the nature of work permits, the reporting manager at his/her own discretion may approve work from home option for you after the maternity leaves have exhausted. However, the duration has to be mutually agreed by you and your manager.

"You shall be entitled to avail crèche facility as per daycare benefit policy."

viii. Company shall review and change the salary structure in case there is an impact to CTC due to any reasons, including but not limited to any change in law.

Appendix 2

Please come prepared with the following required documents (photocopies & originals) on your first day of joining:

- Highest Degree Certificate OR Highest Qualification Marksheet
- PAN CARD - In case you do not have PAN CARD, please apply for a PAN CARD and submit a copy of 'Acknowledgement of PAN CARD Application'
- Date of Birth Proof - Class Xth Certificate
- 6 passport size photographs
- Relieving letter / Experience letter for your immediate last employment – Incase the relieving letter has not been issued as yet, kindly carry a copy of your resignation acceptance
- Copy of UAN CARD or FORM 11 (downloaded from EPFO portal) – This is applicable for the employees with prior work experience, if UAN has been issued by the previous employer
- Copy of AADHAAR CARD - In case you do not have AADHAAR, please apply for AADHAAR and submit a copy of 'Acknowledgement of AADHAAR Application'
- If monthly fixed salary is INR 21000 or less.

- Cancelled Cheque Leaf
- Any document containing ESI Number e.g. payslip, ESI card etc., if you are already registered with ESIC.

Your employment with the Company shall be subject to submission of the above documents and required joining forms within 45 (forty five) days of your joining. The Company reserves the right to terminate your employment, in the event the above documents and forms are not submitted within the time stated above.



Appendix 3

STANDARD TERMS AND CONDITIONS OF EMPLOYMENT

This appendix containing the Standard Terms and Conditions of employment is attached to the letter of appointment and shall be deemed to be an integral part thereof. Your employment is conditional upon your acceptance of the standard terms and conditions detailed herein.

1. CONFIDENTIALITY

1.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public/outsiders at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its employees, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence, and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties. You agree to sign the 'Confidentiality Agreement' in this regard, the terms of which shall form an inalienable part of this letter of appointment.

1.2 You undertake not to make copies or duplicates of any tangible Confidential Information or other sensitive property or materials of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.

1.3 You shall keep strictly confidential, details of your salary and the employment benefits provided to you, within and outside the Company.

1.4 You agree and confirm that the terms and conditions of this Section 1 shall survive the termination or discontinuation of your Services with the Company.

2. NON-SOLICITATION

You shall not, during the term of your employment and for a period of twelve (12) months immediately following any termination of such employment (regardless of whether such termination is voluntary or involuntary), directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity: (a) interfere with the Company's continuing relationships with its other employees, (b) disparage the Company with such other employees, (c) attempt to induce such other employees to leave their employment with the Company, (d) interfere with the Company's continuing relationships with its suppliers or customers, (e) disparage the Company with suppliers or customers, (f) sell, attempt to sell or solicit the sale of products competitive with those of the Company to the Company's customers, or (g) take any action to discourage or divert any suppliers or customers from doing business with the Company.

3. NON-COMPETITION

3.1 You agree that some restrictions on your activities during and after your employment are necessary to protect the goodwill and other legitimate interests of the Company. During your employment, you agree not to engage yourself for any outside business competitive with the Company. During the employment and for a period of one year after your employment terminates/expires (the "Restriction Period") with the Company, you undertake not to compete, directly or indirectly, with the Company in the Territory described below, whether as an employee, consultant, agent, partner, owner, investor, or otherwise. Specifically, but without limiting the foregoing, you agree not to engage in any manner in any activity that is directly or indirectly competitive or potentially competitive with the business of the Company as conducted or under consideration at any time during your employment. For purposes of this provision, the business of the Company shall include all services and products offered by the Company in any manner or under development, and your undertaking shall encompass all items, products, and services that may be used in substitution for the products. You acknowledge that the Company's business is global in scope and therefore the "Territory" referred to above shall include the entire world.

3.2 Notification Requirement: Until 6 (six) months after the period set forth in Section 3.1, you undertake to notify the Company in writing of any change in your address and of each new job or other business activity in which you plan to engage, at least 30 days prior to beginning such job or activity. Such notice shall state the name and address of any new employer and the nature of your position/designation.

4. INTELLECTUAL PROPERTY RIGHTS

You shall disclose promptly, completely and in writing to the Company any discovery, invention, methodology or improvements made thereto, process, software applications or products, conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions whether or not patent applications are filed thereon shall at all times belong absolutely to and be the sole and absolute property of the Company. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. If and when required by the Company, you shall at the Company's expense take out or apply for patents, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

You shall not use the name and/or logo of the Company for any purpose whatsoever nor shall you use any copyright, patent, trademark, trade name, registered design or any other like right vested in the Company except for performing services stipulated in the letter of appointment.

5. DISCIPLINARY ACTION PROCEDURE

Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee shall be regarded as a disciplinary or capability matter. Your immediate superior shall normally deal with minor disciplinary matters. The procedure for more serious offences including major misconduct shall be dealt in the manner set out under the Company's regulations/policies.

6. COMPANY'S REGULATIONS/POLICIES

You shall abide and be bound by the Company's regulations/policies, and the same shall form part of this letter of appointment. The Company's regulations/policies may be changed / amended at any time at the discretion of the Company and the changed Company regulations/policies shall thereupon bind you. You shall also carry out and abide by any instruction, policies, 'house rules' and 'office orders' issued by the Company from time to time.

7. TERMINATION OF EMPLOYMENT

7.1 During Probation period either the Company or you may at any time terminate your employment with the Company, without cause, by giving in writing to the other party, 1 (one) months' notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition set forth in Section 7.6 below.

7.2 After completion of the Probation period, either the Company or you may at any time terminate your employment, without cause, by giving in writing to the other party, notice of 30 days or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice.

7.3 After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

7.4 Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.

7.5 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in Section 3 of the letter of appointment, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you shall continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You shall not be entitled to engage in any other employment, work or business during this notice period.

7.6 In addition to all the rights of the Company provided for in this agreement or in any other policies/regulations of the Company or under law, the Company may terminate your employment forthwith in any of the following circumstances:

i. Breach by you of any of the terms of this letter of appointment ;Breach of any clauses of the Company's regulations/policies as referenced in Section 6 hereinabove;
ii. Unauthorized absence beyond a period of seven consecutive days;
iii. Inability to perform your duties beyond a period of thirty (30) days, whether on medical grounds or on any other grounds;
iv. Physical or mental incapacitation to perform your duties;
v. Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
vi. Commission of any act detrimental to the interests of the Company;
vii. Commission of any act of moral turpitude;
viii. Misconduct;
ix. Commission of an act of insolvency;
x. Conviction in any court of law for the commission of any crime; or
xi. Your performance is continuously measured as below expectation.

Notwithstanding anything contained in Section 7.1, the Company reserves the right to terminate your employment without giving any notice period or pay in lieu thereof if you are in breach of the sub-clauses of clause 7.6 hereinabove.

8. REPRESENTATION

You represent and warrant that you are not bound by or subject to any court order, agreement, arrangement or undertaking (including but without limitation any non-competition or non-solicitation undertakings) or any other disability of any nature which may in any way restrict or prohibit you from entering into this letter of appointment or from performing your duties and providing services under this agreement of employment on the terms and condition contained herein.

9. INTERPRETATION

If any of the provisions of this letter of appointment shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or un¬enforceability shall not affect any other provisions of this letter of appointment, and this letter of appointment shall be construed as if such invalid, illegal or unenforceable provision has never been contained in this letter of appointment. If, moreover, any one or more of the provisions contained in this letter of appointment shall for any reason be held to be excessively broad as to duration, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law as it shall the appear.

10. DISPUTES

All disputes or differences whatsoever arising between the Company and you out of or relating to the construction, meaning and operation or effect of this letter of appointment or the breach thereof shall be settled by a senior officer of the Company and the decision made in pursuance thereof shall be binding on you and the Company.

11. WAIVER OF BREACH

Any waiver by the Company of a breach of any provision of this letter of appointment shall not operate or be construed as a waiver of any subsequent breach.

12. EMPLOYEE PERSONAL INFORMATION

12.1. The Company understands that privacy of information is important to you. The Company does not sell or otherwise share personally identifiable information except as provided below.

12.2. You consent to the processing and use of your Personal Data held by the Company for legal, personnel, administrative and/or management purposes. You further consent to the transfer of your Personal Data to other members of the UnitedHealth Group and to other third parties including those who provide products or services to the Company (such as benefit providers, record maintenance and payroll administrators), legal counsel, regulatory authorities, potential or future employers and potential purchasers of the Company or the business in which you work provided that the transfer is for one of the purposes referred to above, even where the recipient of the data is located in a country or territory which does not maintain adequate data protection standards but where the Company has nevertheless installed reasonable technical safeguards to avoid unauthorized access.

12.3. You further consent to your Personal Data being stored on a central database in the USA or wherever it may be located in the future, which is accessible by persons from the UnitedHealth Group and other third parties mentioned above in a number of

different countries or territories, including countries and territories which do not maintain adequate data protection standards. For the purposes of this consent, "Personal Data" includes, but is not limited to: name, address and contact details, date of birth, marital status, educational background, employment application, history with the company, job title, areas of expertise, details of salary and benefits, social security number, bank details, performance appraisals, salary reviews, records relating to holiday and other leave, working time records, details of any shares of common stock or directorships of the Company or any other member of the UnitedHealth Group held by you, details of all stock options, phantom stock options, or any entitlement to shares of common stock of the Company or any other member of the UnitedHealth Group awarded, cancelled, exercised, vested, unvested or outstanding in your favor and other management records. Personal Data also includes Sensitive Personal Data relating to your health (including information in the employee medical questionnaire, records of sickness absence, medical certificates and reports).

13. OTHERS

13.1. You shall be bound by the Company's regulations/policies, and all other rules, instructions, and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Company's regulations/policies, rules, instructions, etc. were part of this letter of appointment. In case of any conflict between this letter of appointment and Company's regulations/policies, the terms and conditions herein shall override/prevail.

13.2. You shall inform the Company as soon as possible about any change in your residential address.

13.3. Survival: Section 1, 2, 3, 4 & 12.3 shall survive the termination of this letter of appointment.



Optum

Please find below the salary annexure for your reference:

Optum Global Solutions (India) Private Limited		
Yerraboina Anshu | Customer Service Representative | Grade 22		
	ANNUAL	**MONTHLY**
BASIC	**93,600**	**7,800**
HRA	**46,800**	**3,900**
FLEXI	**93,600**	**7,800**
MEAL CARD	-	-
FUEL REIMBURSEMENT	-	-
LEAVE TRAVEL ALLOWANCE	-	-
	-	-
	-	-
	-	-
SPECIAL ALLOWANCE	93,600	7,800
TOTAL FIXED SALARY	**234,000**	**19,500**
Target QVC (AT 100%)	33,600	2,800
PF (Employer's Contribution)	21,600	1,800
ESI (Employer's Contribution)	8,775	731
CTC	**297,975**	**24,831**





Strictly Private and Confidential

Date: 07/05/2023

Bhanu Prasad Goud Abbagouni

C12066813

H.No:- 2-5, Majeedpur village, Shameerpet Mandal,Medchal Malkajgiri district, Telangana

8309845780

Dear **Bhanu Prasad Goud Abbagouni,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering

Please refer to:

• Annexure I for the compensation and benefits details.

• Annexure II for documentation to be submitted by you.

• Annexure III Terms of Employment

• Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Reference Id: b9ab5f02-673d-4ede-a2ba-8375bc2d57e0_1
Signed By: MAHESH VASUDEO ZURALE

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment,in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

• The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.

• After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

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 Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture 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 Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

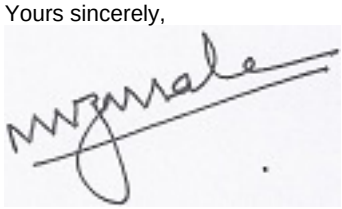
After accepting this Offer, we encourage you visit Countdown to the Company-

(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on *https://indiacampus.accenture.com/myzone/accenture/auth/login*

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Bhanu Prasad Goud Abbagouni

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	25,500/-
Maximum Annual Total earning potential(A+B)	3,25,500/-
(C)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 13,700/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 344200/-

(D)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares **at 15% discount on the fair market value**	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your 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/regulations 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.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to 2 times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1.Medical:

a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for

coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

2.Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3.Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

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

a) 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.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates

regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1.Two copies of your recent passport size photographs.

2.Original marksheet of all semester (PG/UG).

3.Original provisional degree certificate or convocation degree certificate.

4.Copy of X, XII and all semester mark sheets of PG & UG Degrees.

5.Copy of Degree/PG/Diploma (as applicable) certificates.

6.Passport copy, if available (if not please apply immediately).

7.Pan Card

8.Certification Completion Document (as mentioned in the eligibility criteria)

9.Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture 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 Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture 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 Accenture. 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 Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

_____

Bhanu Prasad Goud Abbagouni

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its

affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

GlobalLogic®
A Hitachi Group Company

GL08-FM-PD-060

Date: 12-Oct-2023

Akhil Radhakrishnan

Address: Hyderabad

Dear Akhil,

Subject: Offer of Employment with GlobalLogic Technologies Private Limited ("GlobalLogic")

Congratulations on your selection at GlobalLogic!

We are delighted to offer you the full-time position of **Associate Analyst**, **Content Engineering** (**CE02**) at **GlobalLogic Technologies Private Limited ("GlobalLogic")** (hereinafter "GlobalLogic" or "Company"). You will be based out of **Hyderabad - Engineering** and work from **Hyderabad - Engineering**, however, based on the position's requirements; you may be required to work anywhere in India or abroad. Your joining date would be on or before **16-Oct-2023**. Your detailed salary structure is attached as per Annexure 1.

You are requested to furnish true and correct information pertaining to your qualification, experience & other details on the day of joining as per details mentioned in Annexure 2.

A detailed Appointment letter will be issued to you upon joining the company which will state the terms & conditions of your employment with us. Some of the important terms of your employment are as follows:

1. You will abide by all the rules, regulation and policies of the company. The Company reserves the right to amend such policies, as needed from time to time.
2. You shall be required to work for 9.5 hours in any shift (including night shift and lunch break) as may be required by the Client from time to time. While working for Client on projects, working hours and notified holidays of the client may apply. GlobalLogic may expect its employees to devote extra time as and when required, towards work other than the normal working hours. Such requirements may arise on account of specific projects, deadlines, products, assignments, events, or the like. The extra time devoted by an employee shall be referred to as "Overtime".
3. At the time of tendering resignation, you shall be required to give 30 Days notice in writing. If the resignation has been tendered on the weekend OR on any holiday, the effective date of resignation will be deemed to be the next working day only. Your services in the company shall be terminable by giving 30 Days notice or Basic salary in lieu thereof as per discretion of the management. Your last working day will be subject to the fulfillment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company.
   This offer letter is subject to further conditions that:
   a. Your employment is subject to your approval and signing of our Non Disclosure Agreement (NDA) at the time of joining.
   b. Your appointment is contingent upon successful completion of a background check as per GlobalLogic and Client Background check verification process.
   c. We reserve the right to end our employment agreement with you should the results of your background investigation not be successful.
   d. By accepting this offer, you are expressing your consent to share the BGV report with third parties including but not limited to Clients of GlobalLogic with whom you can be deputed to work from time to time.
   e. This offer is **subject to you joining GlobalLogic on or before the given joining date.**
4. Your confidentiality obligations are as detailed below:
   a. You must not use or disclose to any person any confidential or other potential business transactions, information relating to Company and its Clients business (including, without limitation, computer programs, manuals, source code, object code, technical drawings and algorithms, supplier or potential supplier names, customer or potential customer names and expertise of entities, business contacts, employees and consultants, know-how, formulae, methods of doing business, processes, ideas, inventions, (whether patentable or not), schematics and other technical, business, financial, customer and product development plans, forecasts, strategies, and information, any information relating to the Company or its Clients including the details of the Clients, vendors, and their terms of business, financial information (save to the extent that these are included in published audited accounts) which comes in your possession and which the Company regards, or could reasonably be expected to regard, as confidential, whether or not such information is reduced to a tangible form or marked in writing as "confidential", and any and all information which has been or maybe derived or obtained from any such information) and/ or any other potentially sensitive business information relating to our business or our clients which may come to your knowledge during the course of your employment. The aforementioned information shall collectively be referred to as "Confidential Information"
   b. This obligation applies both during and after your employment with us. We consider confidentiality as an extremely important issue and will take appropriate disciplinary action in the case of unauthorized disclosure of confidential information.

Mailing U-3, 6th Floor Block-1, DLF Info City Hyderabad Ltd., IT/ITES SEZ, Gachibowli Village, Serilingampally Mandal, Rangareddy Dist, TS, India-500019

Registered Plot No. 590 A, Phase-I, Road No. 31, Jubilee Hills, Hyderabad, Telangana 500033 **Phone** | 91.40.3041.9999

Phone | 91.40.6141.9900

Web | www.globallogic.com
Mail | info@globallogic.com

CIN U74899DL2000PTC109036
GlobalLogic India Private Limited
(Previously known as GlobalLogic India Limited)

c. This clause is not intended to prevent you disclosing information required by or allowed by law.

d. This clause is to be read in conjunction with the Non-Disclosure Agreement that you will sign at the time of joining the Company.

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be HR SPOC at the respective location. You are requested to report to our office situated at (U-3, 6th Floor Block-1, DLF Info City Hyderabad Ltd., IT/ITES SEZ, Gachibowli Village, Serilingampally Mandal, Rangareddy Dist, TS, India-500019) at 9.30 am.

For GlobalLogic Technologies Private Limited ("GlobalLogic")



Vice President,People Development

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **16-Oct-2023**.

Date:

Signature:

Akhil Radhakrishnan

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Annexure – 1

Salary Structure			
Name:	Akhil Radhakrishnan	Designation:	Associate Analyst
Grade/ Band:	CE02/ Band X	WEF:	16-Oct-2023
Location:	Hyderabad - Engineering		
Section A - Gross Fixed Salary Break Up			
Monthly Components (In Rs.)			
Basic		10,634	
House Rent Allowance		6,928	
Broadband/Internet Reimbursement*		0	
Mobile Reimbursement*		0	
Meal Vouchers**		0	
Statutory Bonus(As per Payment of Bonus (Amendment) Act, 2015		1,800	
Special Allowance		0	
Total Monthly (A)		19,361	
Total Monthly Annualised (B)		2,32,335	
Annual Components (In Rs.)			
LTA*		0	
Provident Fund (As per the PF Act 1952)		15,312	
National Pension Scheme~		0	
ESI Information		7,551	
Total Annualised (C)		22,863	
Total Fixed Annual Gross Salary (B + C)		2,55,198	
Section B - Additional Benefits			
Retirals & Health Benefits (Annualized Amount)			
Gratuity		6,135	
Mediclaim Insurance of Rs. 2 Lacs		2,723	
Total of Section B		8,858	
Total CTC (Section A + B)		2,64,056	
Incentive Indication(per annum *)**		36,000	
Max Annual Total Remuneration *		3,00,056	

In addition to Mediclaim, employee will be covered under below additional benefits -

1. *Group Term Life Insurance worth 5 Lakhs*
2. *Group Personal Accidental Insurance worth 2 Lakhs*

** On declaration and subject to bills.*
*** Against Declaration & meal coupons issued upon completion of the month.*
 # Against bills
~ NPS can be availed max up to 10% of basic. Amount less than 10% of basic will be rounded off to nearest 100 value

**** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for certain specific projects. The incentive program is discretionary, subject to change and based on individual and company performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are ~ active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Limited ("GlobalLogic")

Vice President,People Development

Confidential/Ver 1.0

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Mailing U-3, 6th Floor Block-1,
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GlobalLogic India Private Limited
(Previously known as GlobalLogic
India Limited)

GL08-FM-PD-060

Annexure – 2

As part of the joining process, you are expected to get originals, for verification, of the following documents:

1. Personal Data:
    a. Passport
    b. 8 Photographs (Passport size)
    c. PAN No. Details. In case of non-availability of PAN, photocopy of application.
    d. Mark Sheets and Certificate of Class X & Class XII
    e. Graduation Certificate
    f. Post Graduation Certificate
    g. Mark sheets for all semesters during Graduation & Post Graduation
    h. Mark sheets and Certificates of Diploma(s)
    i. Mark sheets and Certificates of any training(s) attended
    j. Any other additional diplomas/certificates (Mark-sheets)
    k. UAN (Universal Account Number)
    l. AADHAR Card mandatory
2. Previous Employment Record:
    a. Relieving Letter and Work Experience Certificate from all previous employer(s) showing duration of employment, projects worked and technology used (where ever possible)
    b. Copy of the resignation letter
    c. Salary slip/ certificate from the last employer
    d. PF Account No., Regd Address of PF Trust / Commissioner for last 2 companies Income Tax
    e. Form 16/ TDS certificate from ex-employer

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GlobalLogic India Private Limited
(Previously known as GlobalLogic India Limited)



Strictly Private and Confidential

Date: 04/08/2023

Jagdish Prasad Baman

C11885755

Block A Flat no 1101 Delight square apartments Green park avenue Jeedimetla village 500067

8639129581

Dear **Jagdish Prasad Baman,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering

Please refer to:

• Annexure I for the compensation and benefits details.

• Annexure II for documentation to be submitted by you.

• Annexure III Terms of Employment

• Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Reference Id: 0bf42bb2-f9a1-4ada-b156-3f6bdeab8f46_1
Signed By: MAHESH VASUDEO ZURALE

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment,in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

• The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.

• After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

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 Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture 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 Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

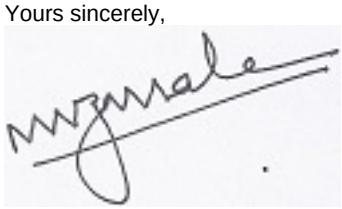
After accepting this Offer, we encourage you visit Countdown to the Company-

(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on *https://indiacampus.accenture.com/myzone/accenture/auth/login*

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

_____

Jagdish Prasad Baman

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	25,500/-
Maximum Annual Total earning potential(A+B)	3,25,500/-
(C)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 14,200/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 344700/-

(D)##Additional Discretionary Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares **at 15% discount on the fair market value**	

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your 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/regulations 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.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1.Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law 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. This is as per current arrangement with our Insurer and is subject to

review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse 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.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (D) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

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.

a) 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.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1.Two copies of your recent passport size photographs.

2.Original marksheet of all semester (PG/UG).

3.Original provisional degree certificate or convocation degree certificate.

4.Copy of X, XII and all semester mark sheets of PG & UG Degrees.

5.Copy of Degree/PG/Diploma (as applicable) certificates.

6.Passport copy, if available (if not please apply immediately).

7.Pan Card

8.Certification Completion Document (as mentioned in the eligibility criteria)

9.Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture 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 Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture 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 Accenture. 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 Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

_____

Jagdish Prasad Baman

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



01-Aug-2023

C8142347

For Accenture use only

Gurucharan GYARALA
h.no:3-122 , Devaryamjal village , Shamirpet mandal ,Medchal-malkajgiri district , Hyderabad . 50007
Management Level - 13
Sublevel - 3

Job Profile - Trust & Safety New Associate
Job Family Group - Content
Business Deal - Digital Operations

Dear **Gurucharan,**

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 **Hyderabad**, 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.

Reference Id: 4a1cde06-8a28-4f17-b9c6-f90a726dae93_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. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

As a general requirement employees will be expected to work from office in the location tagged to their role:Tagged or base locations (unless changed) will be considered for all administrative & operational/official purposes, irrespective of any exceptions to work from remote. Exceptions, if any/granted, will be interim and temporary, and will be subject to review with HR/business, and based on your role, business, and client expectations. The Company reserves the right to ask you to come to office locations pursuant to our business needs and customer requirements. This offer is contingent to the above-mentioned agreement.

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 255200** 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.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Gurucharan, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **s.varthya** at **9491471719** 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:

_____

[Insert full legal name] Candidate's signature_____

Date:

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	**INR 220000**	
(B) Variable Bonus earning potential	Min.	Max.
	0%	**16%**
Annual Total earning potential (A+B)	Min.	Max.
	INR 220000	**INR 255200**

(C)#Additional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	**INR 3700**
Notional Insurance Premium paid by Company	**INR 13700**

(D)##Additional Discretionary WFH Benefits/Reimbursements	
One-time WFH Assistance reimbursement	**INR 18,000/-**
Annual Internet reimbursement	**INR 12,000/- (capped at INR 1,000/- per month)**

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares **at 15% discount on the fair market value**	**INR 3300 (discount opportunity with an optional investment of 10% of gross pay and no change in share price)**

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

-Annual fixed compensation of **INR 220000/-**; 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 FY23 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 Statutory Bonus amounts if payable to you. Such Statutory Bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Statutory Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 705,000/- (If you contribute towards Employee Provident Fund)	Company

1. a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 and any under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. Kindly refer to those before initiating a purchase. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee 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.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

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 benefits & guidelines.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE 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:

_____

[Insert full legal name]

Date:

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.

Reference Id: 4a1cde06-8a28-4f17-b9c6-f90a726dae93_2

IntelliPaat
Software Solutions Pvt. Ltd.

AMR Tech Park 3, Ground
Floor, Tower B, Hongasandra
Village, Bommanahalli,
HosurRoad, Bengaluru-560068
(M)+91 7022374614
www.intellipaat.com

Date: March 29th, 2023

FORM'A'

To,

H V Brijesh Raj
Bangalore

Dear **H V Brijesh Raj**,

We are pleased to forward to you, your Offer Letter, enclosed hereby and would like to formally welcome you to the growing family of Intellipaat Software Solutions Private Limited.

We are sure that you have had sufficient opportunity to understand in detail your job role, the organization, etc. We would be glad to provide further clarification if you need any.

You are required to report for duty at our Bangalore office. The address and the contact number are as follows:

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka Mobile: +91 7022374614

We are in the process of building an organization, where professionals would find full satisfaction in their challenging job roles and an interesting working environment. In this regard, we welcome your contributions too.

Kindly return the duplicate copy of the appointment letter, duly signed, as a token of your acceptance of the same. We look forward to a mutually beneficial and long-lasting relationship with you.

Yours truly,
Intellipaat Software Solutions Private Limited



Dewaker Singh Bisht
Director– Human Resources

IntelliPaat Software Solutions Pvt. Ltd.

AMR Tech Park 3, Ground Floor,
Tower B, Hongasandra Village,
Bommanahalli, Hosur Road,
Bengaluru-560068 (M):
+91 7022374614
www.intellipaat.com

Date: March 29th, 2023

To,

H V Brijesh Raj
Bangalore

Dear **H V Brijesh Raj**,

Subject: Offer Letter

As per the discussion we had during your interview and based on your performance in the same, you have been shortlisted, and we are pleased to appoint you at Intellipaat Software Solutions Pvt. Ltd., on the following terms and conditions:

1) **Designation:**

Your designation will be **'Business Development Trainee'**

2) **Compensation & Benefits:**

a) The Compensation & Benefits applicable to you is personal and should be treated with utmost confidence. This is not to be discussed or divulged to anybody else other than for statutory purposes.

b) Your Annual Compensation will be Rs **7,25,000/-** (Rupees Seven Lakhs and Twenty five Thousand only) per annum. (The employee is eligible for Rs.**1, 00,000**/- of insurance after 3 months of joining).

c) Your compensation will be reviewed after the completion of **12 months** from the date of your joining.

d) Your salary and its components, incentives, performance bonus, sign-on bonus, monetary or non-monetary benefits, and/or any other statutory benefits and deductions will be governed by the company's policies/procedures, taxation policies, and statutory guidelines that are applicable from time to time.

3) **Effective Date of Joining:**

a) You are requested to report for duty on **May 2nd, 2023**. Your appointment will come into effect from your date of joining.

4) Notice Period:

Subject to any other agreement between you and the company:

a) The probation period is of **4** months.

b) Your employment is terminable by Intellipaat without giving notice in writing in the probation period.

c) You need to serve **2 months** of notice period without fail, or else the management of Intellipaat can hold your salary/experience letter/relieving letter after joining

d) The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on gross salary.

e) In the event of any breach of the terms and conditions stated in the Services Conditions and/or Non- Disclosure Agreement or any act amounting to misconduct, your services will be liable to be terminated without any notice or payment in lieu.

5) Service Conditions and Non-Disclosure Agreement:

a) Your services will be governed by additional terms and conditions as explained in the Service Conditions and Nondisclosure Agreement.

b) These terms and conditions, in the Service Conditions and Non-Disclosure Agreement, are subject to statutory requirements and the company policy.

Note:

- Number of working days is **6 days** in a week.
- Minimum working duration must be **9 hours** including one-hour lunch/dinner break.
- Your incentives will be calculated on a **Monthly** basis.
- On achievement of the incentives, it will be disbursed only on the following month.
- Your first month's (30Days) salary will be dispersed along with your **4th** month's salary.

Yours truly,
For Intellipaat Software Solutions Private Limited



Dewaker Singh Bisht
Director– Human Resources

I, agree to accept the terms and conditions mentioned above and also those in the Service Conditions, and Non-Disclosure Agreement documents enclosed with this letter.

Name:_____ Place: _____

Signature:_____ Date:

_____

Annexure 1

Name : **H V Brijesh Raj**

Particulars	First Six Months	After Six Months	Annual Salary
Basic Salary	16,650	15,402	1,84,824
HRA	4,440	6,040	72,480
Special allowance	910	8,558	1,02,696
Total Net Salary (A)	**22,000**	**30,000**	**3,60,000**
Professional Tax	200	200	2,400
Total Gross Salary (B)	**22,200**	**30,200**	**3,62,400**
Fixed Cost to Company	**22,200**	**30,200**	**3,62,400**
Performance Based Incentives	15,000	30,217	3,62,600
Total (Fixed CTC + Variables)	**37,200**	**60,417**	**7,25,000**

Documents required during Joining.

1. **ID Proof:** Copy of Aadhar card/Passport/Pan card/Voter ID card/Other Government Photo ID card.

2. **Address Proof:** Copy of driving license/Passport/Voters ID/Lease Agreement/Ration Card

3. **Employment Verification Documents**

a) Copy of current employer's Appointment/Confirmation/Appraisal Letter.
b) Copy of current employer's Relieving and Work Experience Letter.
c) Copy of last 3 months' Salary Slip / Certificate.

4. **Other Documents:**

a) Passport Size Photographs (3).
b) Copy of PAN Card.
c) Copies of all Academic & Training Certificates.

Kindly carry your Signed Offer letter along with a passport size photograph pasted on the offer letter on the day of joining.

Yours truly,
For Intellipaat Software Solutions Private Limited



Dewaker Singh Bisht
Director– Human Resources

Data Marshall
Healthcare Analytics | Revenue Enhancement

Data Marshall Private Limited
Plot #6, D. No. 8-2-268/K/6,
Road #2, Banjara Hills, Hyderabad,
Telangana - 500034, India.

Tel: +91 (40) 23555729/30
Web: www.datamarshall.com
Email: hr@datamarshall.com
CIN: U72900TG2002PTC038538

Private & Confidential

24th May 2023

To

Mr/Mrs. Komatpally Vineeth

Hyderabad.

Dear **Komatpally Vineeth**,

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us in campus placement drive conducted at Loyola College - Hyderabad, we are delighted to offer you the role of **Trainee – AR** at an agreed annual compensation of **Rs. 2,89,565/-**and your place of working will be **Hyderabad**.

Your Training start date with us would be **01st June 2023.** we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-placement talk, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

You will be eligible for a retention bonus as a part for the retention agreement for every 6 months for a period of 18 months (after completion of 1 month of classroom training). The terms and conditions of the retention agreement will be provided along with the appointment letter.

The following documents are required to be produced at the time of joining. Please provide originals and self-attested photocopies; originals will be returned after verification. All the documents are mandatory and should be submitted on the date of joining.

1. Photocopies of Academic Certificates from 10th to Highest Degree.
2. Photocopy of Proof of Address (Aadhar card)
3. Photocopy of ID Proof (Aadhar Car/ Passport / PAN Card / Driving License / Voter ID)
4. Five latest Passport size color photographs in formal attire

We take great 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. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

DocuSigned by:
Sharath Kumar
24E165D65A6945D...

Sharath Kumar
Vice President – Operations

Data Marshall®
Healthcare Analytics | Revenue Enhancement

SALARY STRUCTURE

Name: Komatpally Vineeth
Designation: Trainee – AR

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8565
HRA	3426
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2138
Fixed Salary	**17,129**
Basket of allowance	0
Meal Voucher	0
Gross Salary	**17,129**
CCA / NSA	3,500
Total Monthly Earnings	**20,629**
Deductions	
PF	1,800
ESI	129
Professional Tax	200
Income Tax	-
Total deductions	**2,129**
Net Salary per month	**18,500**

Monthly Benefits	
PF	1,950
ESI	557
Total Additional benefits	**2,507**
Cost to Company per month	**23136**

Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,933
PLI	-
ANNUAL COST TO COMPANY	**289,565**

Notes:

***BONUS WILL BE PAID ON THE EVE OF DIWALI (AFTER COMPLETION OF ONE YEAR BY DIWALI).**

****GRATUITY AND INCOME TAX ARE AS PER APPLICABLE LAWS.**

***** SHIFT ALLOWANCE WILL BE PAID MONTHLY AT THE RATE OF RS. 3,500/- MAX SUBJECT TO ELIGIBILITY.**

******PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.**

For Data Marshall Pvt. Ltd.

DocuSigned by:
Sharath Kumar
24E165D65A6945D...

Sharath Kumar

Vice President - Operations

Date: 13th Mar 2024

Offer Letter

Mr.Koppula Rishith,
49-416/5/A/1, Padma Nagar Phase-2
Quthbullapur, Chintal,
Hyderabad, Telangana - 500054

Dear **Mr.Koppula Rishith,**

Congratulations! With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in our organization as **a Test Engineer.**

You are requested to join us on **14th Mar 2024.**

Your compensation would be as outlined in Annexure I. Please note that this total compensation of **₹4,50,000.00 (Rupees Four Lakh Fifty thousand Only)** includes TDS and shall be applicable as per law. The compensation and other benefits you would be entitled to are stated in the appointment letter.

As confirmation of your acceptance, please sign the duplicate copy of this Offer Letter and Annexure and submit the same to the HR Team at the address given below:

HR Team, (hr@valuesoftinfo.com)

Valuesoft Info, Bangalore.

The Terms and Conditions of your appointment are as under:

1. You will be on probation for first 6 months and the probation period may be extended depending upon your performance, application, attendance and bearing. If your work is found to be satisfactory during such period, you may be confirmed in service. At the end of or even during such period, if your performance is noticed unsatisfactory due to work negligence (or) if noticed violating Valuesoft Info's policies, your service will be liable to be terminated without notice and without assigning any reason at any time at the sole discretion of the Company Management. Your service will not be regarded as confirmed until the Company Management issues a letter of confirmation to you.

2. The office timings will be as standard of 9 hrs per day.

3. Your continuance in service is subject to your remaining physically and mentally fit throughout the service with the Company. The Company may subject you to medical check-up, if deemed necessary, and a certificate of the Medical Doctor appointed by the Company shall be final and binding on you and the Company.

4. If any particulars or declarations in your application are found to be wrong or any material information found to be wilfully suppressed, your services from the company may be terminated without any prior notice or compensation in lieu thereof.

5. The Company Management reserves the right to re-designate you in an identical scale of pay whenever necessary, at its sole discretion.

6. You shall during the period of employment:
    a. Diligently and faithfully carry out all instructions given to you from time to time.
    b. Devote your whole time and attention exclusively to the business and affairs of the Company and not engage either directly or indirectly in any business or activity in any capacity, either full time or part time.
    c. Keep all the business and trade secrets, affairs and transactions of the Company including the confidential processes, technical know-how, information, documents and business processes, confidential and not to use or divulge the same wholly or partly or utilize the same directly or indirectly by yourself or through any other associate concern or otherwise during the course of your employment or otherwise ever thereafter and thus maintain the same as secret and confidential at all times so as not to prejudice or affect the Company's interest thereby in any manner whatsoever.

7. You will abide by the rules and regulations of the Company, which may be in force as amended from time to time.

8. You will be given a time period of three days from the date of the Offer letter to provide the acknowledgment of the Offer released. If we have not received any acknowledgment the offer stands cancelled automatically after three days.

9. In case you wish to resign from the services of the Company, you will have to give either **One Month notice** before leaving or pay one month's salary, in lieu of notice.

10. You cannot claim to leave as a matter of right. Discretion is reserved for the authority empowered to grant leave to refuse or revoke leave at any time according to the exigencies of the Company's work.

11. In the event of any dispute, the Karnataka courts shall have the jurisdiction to deal with the matter.

12. If the above-mentioned terms and conditions are acceptable to you, you are requested to return the attached set of duplicate copies duly signed, signifying your acceptance of the terms and conditions of your appointment.

Kindly note that by signing this Offer Letter you commit to be part of Valuesoft Info as an Employee and failure to do so on the committed date and time shall be taken seriously by you considering Valuesoft Info's responsibility and time taken to shortlist you for the job. Your failure to join on the scheduled date absconding shall be taken by the Company very seriously, the Company reserves right to take appropriate legal action against you with or without serving legal notice to you.

Welcome to our Organization! We look forward to a mutually fruitful association.

For **Valuesoft Info Services Pvt Ltd**,



B Jagdeesh Reddy,
Managing Director

Name : _____

Date : _____ Signatory _____

Valuesoft Info Confidential,

***Please bring the following documents at the time of joining: (if applicable)**

- Copy of Academic Mark sheets & Certificates
- Copy of Appointment Letter of previous employer / employers (Last 7 year's minimum)
- Copy of Passport & Driving License as address proof (Pan card / Voter ID Card / Passport etc.)
- Copy of Service Certificate of previous employer / employers (Last 7 year's minimum)
- Copy of Last 3 Salary Slip & Salary Certificate.
- 2 Passport Size Photographs & Soft Copy in jpg format

ValueSoft Info
YOUR GLOBAL IT PARTNER

ANNEXURE-1

COST TO COMPANY (CTC) FOR: Mr.Koppula Rishith		
Email: koppularishith10@gmail.com		
Designation: Test Engineer		
Issued Date: 13th Mar 2024		
	Per Annum	**Per Month**
Basic Salary	₹2,25,000.00	₹18,750.00
House Rent Allowance	₹90,000.00	₹7,500.00
Special Allowances	₹89,400.00	₹7,450.00
PF Employer	₹21,600.00	₹1,800.00
Gross Salary	**₹4,26,000.00**	**₹35,500.00**
PF Employee	₹21,600.00	₹1,800.00
PT	₹2,400.00	₹200.00
Gross Total CTC	**₹4,50,000.00**	**₹37,500.00**
GRATUITY, INSURANCE & MEDICAL BENEFITS		
Gratuity		As per Law
Medical Insurance (Including Employee, Spouse and 2 Children)		20,00,000.00
Personal Accident (PA) Policy		10,00,000.00
**The premium shown is at default as per the company medical scheme policy. This will depend on the extent of coverage that you would opt for as per the policy. Based on your selection of dependents towards the coverage, the following will be the treatment: 1. If the premium % is less than the default, the difference will be paid out along with your Management. 2. Premium % can be more than default based on the number of members you would like to include in the coverage. The details of the selection of dependents for the coverage will be available to you at the time of joining.		
NOTE:		
This salary sheet is strictly confidential and must not be discussed with anyone other than your Valuesoft person.		
All personal tax liability arising out of compensation and joining expense (if any) will be born solely by the employee		
Gratuity payment will be applicable as per your eligibility for employment period and salary payment.		

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Sep 20 2023 **HR/BP/HC_APP888643**

Mr. Kunchala venkat sai srihas

Letter of Appointment

Dear Kunchala venkat,

1.0 **Appointment:** We are pleased to offer you an **Appointment** in our company as "**Trainee Process Consultant**"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 **Sep 20 2023**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on SAGILITY.

3.0 **Initial Posting & Reporting**: Your initial posting in the normal course will be **Hyderabad** 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 8 (eight) 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 here with as Annexure – I. The said terms shall (and as maybe modified from time to time) be applicable to you.

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

Yours sincerely,

DocuSigned by:
Nitin Singh
F1A03C924BA5453...

Nitin Singh
Senior Manager Human Resources
Sagility India Private Limited

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

DocuSigned by:
KVSS
F3E81EB5A54A4C8...

Signature:
Name: Kunchala Venkat Sai Srihas
Date: 9/20/2023

Encl: Annexure – I & II

Annexure- I Terms and Conditions of your appointment:

DocuSign Envelope ID: 42363339-3CFE-41AF-90FD-E6392295F594

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.

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.

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 **Training:** You will be initially, on training for a period of twelve 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 training.

2.1.1 Your continuation in the service of the company is subject to your satisfactory performance during the period of **training** 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 for a cumulative annual / earned leaves of 30 days, as per the SAGILITY employee leave policy. However during the first 6 months of service, you are not encouraged to avail leave even though the earned / annual leave shall accrue to your account as per the Employee leave policy from time to time.

2.1.3 You will deemed to be confirmed on completion of 12 months of satisfactory completion of your training unless otherwise communicated to you by the company in writing. During the period of training 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.

Proviso: Provided, however, that the above requirement may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.

2.1.4 Please note that in the event of your not joining the Company on or before the date mentioned in this letter of appointment, this letter of appointment shall automatically stand revoked

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.

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 month, 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.

Provision: Provided, however, that the above requirement for notice may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.

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 company's confidentiality policy and sign such agreements that the company may require for the adequate protection of all its information.

2.5 **Intellectual Property:** The rights to any invention, discovery or creation of any system or method related to the company's operation and arising out of any work done in the course of your employment shall automatically vest with the company. In this connection wherever required, the company may obtain patent rights in its name (or jointly with others) based on the fact of your invention, discovery or other creative effort. The company may require you to sign invention assignment and such other agreements as may be necessary for the company to obtain patents and/or register its intellectual property rights. You will not, in any event be entitled to any compensation apart from as aforesaid for such acts. Notwithstanding anything contained herein and any rewards/compensation/performance bonus or other acknowledgment of whichever kind, shall be deemed to confer on you, any rights towards that invention, discovery, process improvement, or other intellectual property right in system or method.

2.6 **Software & Legal Compliance:** The Company shall be the sole owner of any software developed by you during your employment with the Organization, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the software. You shall not claim any income nor benefit from any such development at any point of time. You shall also sign a document to this effect if required by the company. Any duplication of licensed software is not allowed except for backup or archival purpose. You shall ensure that the Company complies with all statutory and/ or legal requirements with regard to the area of your responsibility.

2.7 **Statutory Compliance:** You shall strictly adhere to the applicable laws and regulations in India and other country (ies) including without limitation work permits, immigration requirements, etc

2.8 **Company Property:** You shall take reasonable care in maintaining and protecting the assets, properties, facilities, software and hardware, if and when provided by the company, for your use. On demand, you shall take steps to return such assets, properties etc., back to the company in the same condition as given, subject to normal wear and tear, on cessation of employment or any other time, as may be required by the Company. Failing this, the company shall be entitled to recover such costs/ compensation as it may deem fit, keeping in view the cost of such assets, properties etc.

2.9 **Job Assignment:** You may during the course of your employment be given any assignment either arising out of the company's business or that the management in its subjective judgment deems fit with reference to your skill sets, background, qualification or experience. Refusal to carry out such assignments as are allotted to you solely on, amongst others, grounds that it has not been part of your usual duties during your employment shall be deemed serious misconduct and grounds for immediate termination of employment. You will also not be entitled to any additional compensation for carrying out any such assignments/job.

2.10 **Transfer:**

2.10.1 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.

2.10.2 Although the company will endeavour 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.

2.10.3 In the event that you are deputed to perform work on / at client sites, you hereby agree and undertake as follows: -

2.10.3.1 that you shall follow and be governed by the rules and regulations applicable.

2.10.3.2 That you shall honour 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.

2.10.3.3 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.

2.10.4 In all such cases of transfer you shall be governed by the company's transfer policy and procedure.

3.0 Other terms and conditions:

3.1 **Working Hours** – The business hours of the office are 9:30 A.M till 6:30 P.M and the company is operational on a 24/7/365 basis. You are expected to report to work promptly at the scheduled time each day as per shift that you are assigned to as required. This is for ensuring smooth conduct of work as per the company's policy.

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.

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Mtin Singh
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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 it's right to make the deductions in the available time frame in the on-going year.

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 it's 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 Comp any'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 any time, 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 **Relocation**: expenses towards shipment of household goods/ car (as applicable): You are entitled to avail relocation assistance as per the SAGILITY Employee Relocation Assistance Policy. In the event of voluntary cessation of employment with the company within one year from data of joining. You shall be liable to pay the amount received towards shipment of household goods and / or car as per the retention clause in the policy.

14.0 **Maternity Benefit:** All women employees would be entitled for maternity benefits as per the prevailing Maternity Benefit Act

15.0 **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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Mtin Singh
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ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	**Kunchala venkat sai srihas**			
Designation	**Trainee Process Consultant**			
Grade	**PC2**	**Location**	**Hyderabad**	
Components	**w.e.f - DOJ**		**Monthly**	**Annual**
"A" FIXED				
Basic			5,480	65,760
House Rent Allowance			2,192	26,304
Shift Allowance			5,000	60,000
Skill Allowance			1,023	12,276
"A" Sub-total – Gross Pay			**13,695**	**1,64,340**
"B" RETIRAL BENEFITS				
Advance against Statutory Bonus			1,096	13,152
Provident Fund **– *Employer's Contribution***			1,380	16,560
Gratuity			264	3,168
ESIC Contribution **– *Employer's Contribution***			481	5,772
"B"Sub-total– Retiral benefits			**3,221**	**38,660**
Total Salary Cost (A + B)			**16,916**	**2,03,000**
"C" VARIABLE PAY				
Performance Incentives ***(@ 100% of given achievement targets)***			1,000	12,000
"C" Sub-total - Variable			**1,000**	**12,000**
Total Cost to Company (A + B + C)			**17,916**	**2,15,000**
"D" INSURANCE / OTHER BENEFITS				
Total Cost to Company : (A + B + C + D)			**17,916**	**2,15,000**
Net Salary*- This is an approximate net amount and is subject to vary based on any change of rules or law relating to employee compensation (not limited to change in PF or ESI) or tax laws or any changes in the compensation structure			**13,100**	**1,57,200**

Benefit / Scheme	**Description**	**Value / PA**
# Onetime Retention Bonus	A onetime retention bonus of Rs 6000/- 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****
Performance incentives	Will be paid every month on achieving process defined target goals as defined in table below. The first three month's performance incentive will be paid on target during the seventh month payroll.	**Rs. 12,000 p.a****
Subsidized Transport Service	An indicative transport cost incurred by the employer for commuting between home to office and back which is a facility to avail and not to be encashed if not availed	**Rs. 24,000 p.a****
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of -	**Rs. 1,200,000 p.a****
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -	**Rs. 2,00,000 p.a****
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 @ 20% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land	**As applicable***
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.	**As applicable*p.m**
Income Tax	Appropriate Income tax would be deducted in the payroll every month.	**As applicable*p.m**
Professional Tax	If any as per the applicable rules in your state.	**As applicable*p.m**

Performance Incentive Ratings and Earnings Table:

Process Target achievement	**Training period**	**>80-<85%**	**>85-<95%**	**>95-<100%**	**>100-<110%**	**>110%**
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.

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Nitin Singh
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Nitin Singh
Senior Manager Human Resources
Sagility India Private Limited

DocuSigned by:
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Kunchala venkat sai srihas
Date: 9/20/2023

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i 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

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

HDFC Bank Ltd.

Applicant No.80039202

Name : Abhishek Kumar M
Grade : Trainee
Vertical : RETAIL BRANCH BANKING
Location : Medchal
Contact No : 7337052509

	Per Month (Rs)	Per Annum (Rs)
Base	8,750	1,05,000
Allowance	14,860	1,78,320
Medical	1,250	15,000
Conveyance	1,600	19,200
Lunch Allowance	910	10,920
Provident Fund		21,600
Gross	27,370	3,50,040

Welcome to the HDFC Bank family.

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Mumbai - 400 013.

Personal & Confidential

80039202

Abhishek Kumar M

Medchal

Dear Abhishek Kumar,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **RBB-PERSONAL BANKER** in HDFC Bank subject to the following terms and conditions:

Compensation:

Your annual compensation package will be as set out below:

Base salary	**: Rs. 1,05,000/- p.a.**
Allowance	**: Rs. 1,78,320/- p.a.**
Medical	**: Rs. 15,000/- p.a.**
Conveyance	**: Rs. 19,200/- p.a.**
Lunch Allowance	**: Rs. 10,920/- p.a.**
Provident Fund	: You will be covered under the Provident Fund Act. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

Training Period:

The duration of your training will be for a period of twelve months from the date of joining. It is at the sole discretion of the Management to extend the period of training or modify/alter the terms of this contract on the basis of your performance, suitability and/or for any other reason/s whatsoever, on such terms and conditions as determined by the Bank.

Location:

Your initial place of posting will be **Medchal**. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to anyother Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is inexistence or may come into existence at a future date.

Termination of Contract:

This contract can be terminated by the Bank or by you at the discretion of the management, either by giving one month's notice in writing or one month's emoluments in lieu of notice.

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Secrecy:

It is a condition of your training that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your training with the Bank.

Alternative Employment:

During the course of your training with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

Maternity Benefits:

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for Illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CHRO provided the nature of work is such that she may work from home.

Creche facility:

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices /locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

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HDFC Bank House,
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Mumbai - 400 013.

Conditions Precedent:

The offer is made to you subject to the following pre-conditions:

a) The Bank receiving attested copies of all your degrees, professional qualifications certificates and documents of scholarships/prizes won, if any.

b) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing for which you have been interviewed and offered.

c) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days or in case you are not in employment with another employer including a fresher, 15 days from the issuance of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days or 15 days, as the case may be, from the date of this letter. Please note that, the Bank hereby reserves the right to enquire or ask the documentary proof of your current employment and you shall furnish the same forthwith upon Bank’s demand.

This Offer has been extended to you basis your representation, information and details provided by you during the interview and subsequent to your submitting of your personal information, requisite details, documents, educational qualification and work experience certificates, etc. uploaded by you on HDFC Bank Career Site/ E-Rec portal for seeking an employment with HDFC Bank. By accepting this Offer, you confirm that all the details filled in and the documents uploaded on HDFC Bank Career Site/ E-Rec portal are true and correct. In case any discrepancy is found in the information and details provided by you at any stage of your association with HDFC Bank, HDFC Bank reserves its right to take appropriate action against you at Bank's discretion.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,

For HDFC BANK LIMITED

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

(Digitally Signed by **Ritesh Gupta**)

This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.

Digitally signed by DS HDFC BANK
LIMITED HUMAN RESOURCES
Date: 2023.09.30 13:54:54 +05:30

Applicant No. 80039202

Date: September 19, 2023

Emp Temp Code: 4011353546
Neralla Reuben Reuben
H.no 4-85 East Gandhi Nagar Near Sai Ganesh Kirana Store Nagaram
Kesara Mandal Hyderabad - 500083,
Telangana, India

Letter of Appointment

Dear Neralla,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Analyst**. You are required to report for duties on **September 25, 2023** ("**Joining Date**") at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.

2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.

3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.

4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Hyderabad**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be require to and shall sign all required documentation as per the rules, regulation and policies of the Company.

5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time **("Probation Period")** if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.

6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and in case you fail to actually serve the aforementioned notice period, your resignation will be deemed to be rejected and you will be treated as "Absent without leave"/"Absconding" and further disciplinary action will also be initiated against you. However, the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

   The Company at its discretion, during probation or on confirmation of your services thereof, without

assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Incase of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.

8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.

9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

   You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you **("Confidential Information")**. You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.

11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.

12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **July 18, 2003**.

13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.

15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.

16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.

17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.

18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

19. In the event of you resigning from the services of the company before a period of one year from the date of your joining, any payments made by the company towards relocation benefits, any bonuses or any other allowances, notice period buy-backs or any other such benefits that were to facilitate smooth integration, shall have to be repaid to the company.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,
For Teleperformance Global Service Private Limited,



Preeti Amit Shirke
Executive Vice President - Human Resources & Recruitment

I, **Neralla Reuben Reuben**,residing at **H.no 4-85 East Gandhi Nagar Near Sai Ganesh Kirana Store Nagaram Kesara Mandal Hyderabad - 500083, Telangana, India** do hereby accept the terms and conditions

Employee Signature	**Accepted On 19 Sep 2023** **nerallareuben1@gmail.com**
Employee Name	**Neralla Reuben Reuben**

Enclosures:

1. Compensation/ Salary details **(Annexure I)**
2. Non-Disclosure- Declaration and Undertaking **(Annexure II)**
3. Personal Data- Declaration **(Annexure III)**
4. Work from Home- Declaration, **applicable under WAHA-[Work at Home] (Annexure IV)**

NOTE: For purposes of brevity and ease of reading, the term "**the Company**" or the term "**Teleperformance**" (wherever it appears in this letter) means **Teleperformance**.

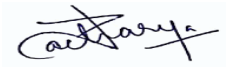
Teleperformance
each interaction matters

Emp Temp Code : **4011353546**

Annexure I
Compensation Details

Employee Name:	Neralla Reuben Reuben	
Designation:	Analyst	
Grade:	Grade I	
Date Of Joining:	September 25, 2023	
City:	Hyderabad	
Pay Components	**Amount in Indian (INR)**	
Basic Pay	8,123.00	
Housing Rent Allowance (HRA)	4,874.00	
Transport Allowance	0.00	
Flexible Benefit Plan	0.00	
Statutory Bonus#	677.00	
Gross Fixed Salary (1)	**13,674.00**	
Provident Fund (Employee) **(2)**	975.00	
ESIC (Employee) **(3)**	103.00	
Net Take Home [1-(2+3)]	**12,596.00**	
Provident Fund (Employer) **(4)**	975.00	
ESIC (Employer) **(5)**	444.00	
Gratuity* **(6)**	391.00	
Total Fixed Cost (1+4+5+6)	**15,484.00**	
Annual Fixed CTC	185,808.00	
Annual Performance Pay**	**0 % of Annual Fixed CTC**	
Annual Performance Linked Incentive (PLI)	0.0	

For Teleperformance Global Service Private Limited,



Preeti Amit Shirke
Executive Vice President - Human Resources & Recruitment

***Gratuity** shall be payable as per "**The Payment of Gratuity Act**".
****Performance Pay** will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the **"Performance Pay policy/ note**.
#**Statutory Bonus** is paid monthly as per "**The Payment of Bonus Act"**.

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a **"Minimum Attendance Threshold/Performance"** as qualifying criteria for such payout.

Employee Signature	**Accepted On 19 Sep 2023** **nerallareuben1@gmail.com**
Employee Name	**Neralla Reuben Reuben**

ANNEXURE II

DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE

I, **Neralla Reuben Reuben** residing at **H.no 4-85 East Gandhi Nagar Near Sai Ganesh Kirana Store Nagaram Kesara Mandal Hyderabad - 500083, Telangana, India**, and working as **Analyst**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.

2. I shall comply with all Teleperformance policies.

3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.

4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.

5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.

6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.

7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
   (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
   (ii) Any such breach would cause injury to the Company, and

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.

9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
   i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
   ii. canvass solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
   iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
   iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.

11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.

12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
    (a) any person who is so employed / associated becomes a relative, and/or
    (b) a relative, in future, is so employed / associated with the Company.

I **understand and acknowledge** that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this _____ day of _____20___

Employee Signature	**Accepted On 19 Sep 2023** **nerallareuben1@gmail.com**
Employee Name	**Neralla Reuben Reuben**

Annexure III

Personal Data - Declaration

I **Neralla Reuben Reuben** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

a) I am found guilty of a criminal offence / is under police caution or investigation;
b) There is a change in my legal right to work / work status; and
c) There are any adverse credit judgments against me.
d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	**4011353546**
Employee Signature	**Accepted On 19 Sep 2023** **nerallareuben1@gmail.com**
Employee Name	**Neralla Reuben Reuben**

ANNEXURE IV

DECLARATION AND UNDERTAKING - Work From Home

I, **Neralla Reuben Reuben**, do here-by confirm and declare that while I Work From Home, I will adhere to all company and Client confidentiality and security policies, not limited to the below:

- I understand and agree that 'Working From Home' is an extension of my workplace and all policies as applicable while Working From Office shall continue to apply, including Confidentiality Agreement, Code of Conduct, Data Security and WAHA Security Policy amongst others;
- I understand that I will not use pen, paper, mobile phone, camera, or any other electronic devices while Working from Home;
- I will not have unauthorised people, including family and friends to access or take a look at my device while I am working, however I also understand that their movement around or behind my device might be captured in any monitoring tool;
- I understand and agree that recording of conversations or other Teleperformance/Client/consumer information, outside of standard business processes is prohibited;
- I understand that the use of speakerphone is prohibited while Working From Home;
- I understand that the key privacy considerations around accessing personal data (for example customer, client and employee information), read in conjunction with Teleperformance polices, standards and procedures, while Working From Home is strictly prohibited;
- I shall take particular care to reduce the risk of inappropriate or unauthorised disclosure of personal data while Working From Home; and
- I have a functional internet connection at home and shall ensure that it is operational with enough data availability at all the time. I understand that this is a pre-requisite for Work From Home and I shall maintain good internet bandwidth. I shall be fully responsible for upkeep and usage of this connection.
- I agree to return company or client's systems, assets, records and materials **within 36 hours** from the date of intimation received by the company in the same condition as it was provided to me.
- In case, I delay in returning or fail to return or returned in damaged condition, the company's or client's systems, assets, records and materials within such stipulated time then company has the undisputed right to recover penalties /amount as per the case may be.
- I agree to the use webcam for video calls /collaboration with supervisors and colleagues.
- I agree to the use of cameras available on the Teleperformance Cloud Campus by Teleperformance and the terms and conditions related to it as appended below, which is subject to update, as per the applicable law. This is regardless of whether the camera was provided by Teleperformance, if it is built-in or bundled with the equipment provided to the employee, or in a Bring Your Own Device (BYOD) scenario.
- I understand, that I have the option to raise a helpline ticket to the BHR team over the email id (**HR.TPCCIndia@teleperformancedibs.com**), if I will have any concern whatsoever, post deployment of Teleperformance Cloud Campus.
- I understand, that in the event, I desire to opt-out as Working-from-Home-Agent in the Teleperformance Cloud Campus, I will reach out to my immediate supervisor with a written notice stating the reason for it and **[HR.TPCCIndia@teleperformancedibs.com].**
- I hereby give my consent to Teleperformance's use of a Camera as part of the computer sign-on process to authenticate my identity. I further agree to allow Teleperformance to visually monitor me during work

hours via a camera to ensure that my work-at-home environment meets the expectations of Teleperformance and its clients.

- I specifically understand and agree to Teleperformance's use of camera video and audio for security measures assessment, proper and lawful execution of all employment and client related contractual provisions, safety verification and any other business-related purpose. I agree to turn on the camera when requested and/or conduct verification via phone or video call pursuant to random clean desk audits.

For this purpose, I hereby understand that Teleperformance reserves the right to inspect my work area in my Work From Home site or the system virtually with or without advance notice to me. I also understand that at random intervals during your shift, Teleperformance may take snapshots of your workspace to analyze and detect any violations of existing security protocols including, but not limited to, clean desk policy, GISP and standards.
I hereby provide my consent and agree to such inspection and waive-off any claim for invasion of privacy in connection with such inspection. There are a number of situations in which I will activate the camera. These include: for my identification to be confirmed (in particular every time I login to Teleperformance systems); during regular security procedures; during 1-to-1 meetings, coaching sessions, and team meetings to achieve the most effective communication, collaboration and provision of the services. As I am providing services remotely, Teleperformance also recommend camera use during the rest of the time that I am providing services as a way to more effectively engage with my colleagues. When I activate my camera, it will be livestreaming and not recording. Every time recording is required (for Teleperformance business purposes, in a chatroom where you are present, for instance recording informational sessions delivered by TP Representatives), the 'recording icon' will show and I will be able to turn off my own individual camera during the recorded session.

For above purpose, Teleperformance, in its sole discretion, reserves the right to install any system monitoring technology on the work machine including EDR, Webcams or any other software/file that allows for supervision at work-at-home site which includes, but is not limited to:

- Capturing 'facial confirmation', 'ID scan' and 'Geo Tagging';
- Tracking 'multiple people violation'. 'unknown user violation', 'not at desk violation', 'auto idle user detection'; Mobile phone detection and usage;
- Clean desk environment (use of pen/paper or other objects not permitted);
- Capturing Desk-top random image and click pictures when above violations are detected via random scan which could be used as evidence in case of any breach as per the security policy

I understand that failure to comply with the above will lead to appropriate action in accordance with Teleperformance HR policies and manual.

Temp Emp Code	**4011353546**
Employee Signature	**Accepted On 19 Sep 2023** **nerallareuben1@gmail.com**
Employee Name	**Neralla Reuben Reuben**



Strictly Private and Confidential

Date: 06/28/2023

Madhav Peraboina
C12061455
3-3/108 RAM NAGAR PICKET SECUNDERABAD
9908215357

Dear **Madhav Peraboina,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate
Management Level - 12
Job Family Group - Software Engineering

Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Candidate's Signature _____

eference Id: 5b116220-51a0-481e-b7fb-256e24def743_1
igned By: MAHESH VASUDEO ZURALE

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment,in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

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

Candidate's Signature

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 Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

After accepting this Offer, we encourage you visit Countdown to the Company-

(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on *https://indiacampus.accenture.com/myzone/accenture/auth/login*

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Madhav Peraboina

Madhav Peraboina

Candidate's Signature

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	25,500/-
Maximum Annual Total earning potential(A+B)	3,25,500/-
(C)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 13,700/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	**INR 344200/-**

(D)##Additional Discretionary Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares **at 15% discount on the fair market value**	

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your 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/regulations 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.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to 2 times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1.Medical:

a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

2.Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3.Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (D) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

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.

a) 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.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates

regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

Candidate's Signature

ANNEXURE II

Mandatory documentation at the time of onboarding:

1.Two copies of your recent passport size photographs.

2.Original marksheet of all semester (PG/UG).

3.Original provisional degree certificate or convocation degree certificate.

4.Copy of X, XII and all semester mark sheets of PG & UG Degrees.

5.Copy of Degree/PG/Diploma (as applicable) certificates.

6.Passport copy, if available (if not please apply immediately).

7.Pan Card

8.Certification Completion Document (as mentioned in the eligibility criteria)

9.Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

Candidate's Signature

ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture 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 Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture 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 Accenture. 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 Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Madhav Peraboina

Madhav Peraboina

Date: 8/8/2023

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its

affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

Candidate's Signature

November 21, 2023

Rangu Sanjay Goud
8-355/4/c/a, MN Reddy Nagar phase 1, chintal Quthbullapur Hyderabad
Hyderabad Telangana
500054

Dear Rangu Sanjay Goud,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Global Solutions (India) Pvt. Ltd. ("the Company") a UnitedHealth Group Company, in the position of **Customer Service Representative** at **salary grade 22.** Your work location shall be at Company's office located at **Building No 12B, Mindspace, Hyderabad**. The terms and conditions of your employment are set out hereinafter:

EMPLOYMENT

We are pleased to extend this offer to you basis the selection process administered. Your effective date of joining shall be no later than **November 27, 2023**. Your employment with the Company shall be subject to the timely submission of the following listed mandatory documents for background verification purposes, to be submitted prior to or latest by your Start Date. Successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date, are required for your employment with the company:

(i) Highest Degree Certificate
(ii) PAN Card OR Passport
(iii) Relieving Letter/ Experience Letter from all the organizations worked in last 5 years, except for the immediate last employer for which you will be granted 45 days from your start date

You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including 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 and your employment will be subject to acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, 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, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

PROBATION

You shall serve a minimum probation period of **90 days** from the date of your joining the Company ("Probation") following which you shall get confirmed into the Company by default unless you receive a letter for confirmation extension. The Company reserves the right to extend the probation period for an additional Ninety (90) days in the event that your performance is not up to expectation.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies which shall be made available to you upon request, but which otherwise are available on the Company's website.

During the period of Probation, either the Company or you may at any time terminate your employment without cause by giving in writing to the other party, Thirty (30) days notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

PLACE OF POSTING

Your initial place of posting shall be at the Company's office located at **Building No 12B, Mindspace, Hyderabad**. The Company works across different geographies providing services to its clients and you may be required to go through appropriate induction and orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by the Company on a worldwide basis. However, your services are transferable and you may be assigned/ transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates. It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement shall not deem to constitute a change in your conditions of service.

Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other person/company associated with the Company whether in India or abroad. In such a case your relocation expenses shall be borne by the Company and your reimbursement shall be as per the relocation policy of the Company.

Your place of work shall change in case of any relocation of the Company's offices, for which you shall be entitled to reimbursement in consonance with the relocation policy of the Company.

The Company operates on a 24X7 basis and is open for 365 days in a year.

PERFORMANCE OF DUTIES

You shall be assigned with all the duties and responsibilities of the **Customer Service Representative** and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.

COMPENSATION

As compensation for services to be rendered, you shall be paid an annual fixed salary of **Rs.234,000.00**, **(Rupees Two Lakh Thirty Four Thousand Only)**. Your cost to the Company (CTC) shall be **Rs.297,975.00**, **(Rupees Two Lakh Ninety Seven Thousand Nine Hundred Seventy Five Only)** per annum. A detailed compensation structure is provided along with this letter of appointment.

The salary shall be payable on a monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the 7th day of the succeeding calendar month. Please note that your salary details are highly confidential and should not be disclosed inside or outside the Company by you in any manner whatsoever and any failure on your part to adhere to this obligation shall be considered as serious breach of the terms of this letter of appointment.

BONUS

You shall be eligible for bonus as per the Company's bonus policy.

TERMINATION OF EMPLOYMENT

During the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, Thirty (30) days notice. Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

After completion of the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 30 days notice. The Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

However, notwithstanding the above, the Employee must refer to the Company’s Separation Policy (as available on Company’s intranet link) for the notice period days applicable to them based on their entity, grade and employment status at the time of resignation.

The notice period matrix, as provided under the Company’s Separation Policy, shall be applicable with the change in employee job family, job role and employment status. The provisions of the notice period matrix, as provided under the Company’s Separation Policy, shall over -ride the notice period as stipulated in the appointment contract or any other document issued before this date. No separate individual employee consent shall be necessary for applicability of this clause.

In case of any conflict pertaining to the notice period between this Offer letter and the prevalent Separation Policy of the Company, the contents of the Separation Policy shall take precedence over the terms of this offer letter and shall be binding on the employee.

Optum

Your employment shall also be governed by the standard terms and conditions, which are annexed hereto as Appendix 3 and the same shall form an integral part of this letter of appointment.

Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 3.

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of **Optum Global Solutions (India) Pvt. Ltd.,** We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

Optum

Congratulations and welcome to **Optum Global Solutions (India) Pvt. Ltd.** You shall be receiving an e-mail communication from us shortly for your new hire orientation training. You are requested to attend the same on your first day of reporting along with the documents as mentioned in the Appendix '2'. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

Rangu Sanjay Goud, we thank you for considering **Optum Global Solutions (India) Pvt. Ltd.** as your future employer! We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do **your life's best work.**[SM]

For Optum Global Solutions (India) Private Limited



Amit Vaish
Vice President - People Team

I accept this letter of appointment on the terms and conditions as described herein.

ACKNOWLEDGEMENT:

_____ Date: _____
Rangu Sanjay Goud

Appendix 1

Employees shall be entitled to health, personal accident and life insurance benefits as per the Company's policy (over and above CTC)

i. Gratuity shall be paid as per the Gratuity Act (over and above CTC)
ii. Employees shall be eligible for provident fund as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952
iii. Employees shall be eligible for Employees State Insurance as per the Employees State Insurance Act, 1948
iv. No payment under the Rewarding Results Plan/ bonus is guaranteed, and is subject to attainment of corporate and business unit's financial performance thresholds as well as individual performance ratings attained for the year as per the Company discretion.
v. Take home salary shall be net of provident fund & income tax deductions depending on your savings under various schemes. Also, the monthly take home shall be impacted depending on the reimbursements claims every month.
vi. Leave travel allowance (LTA) shall be payable once in a year as governed by the internal policy of the Company.
vii. In case of female employee, key maternity benefits as available under Maternity Benefit Act, 1961, read along with amendments/ state rules, as amended from time to time, are detailed out under the relevant Company's policy and same are further summarized under Appendix 1 of this letter for your reference.

You shall be entitled to avail maternity leave as per your eligibility*, as shown in the table below. The maternity leave is inclusive of weekly offs, and public and national holidays.

*Eligibility: All women employees who have worked for a minimum of 80 (eighty) days of service with the company in the period of twelve months immediately preceding the date of her expected delivery or child is handed over to the commissioning/adopting mother, or date of miscarriage/medical termination are eligible for paid maternity leave.

Types of Maternity Leaves - Leave Entitlement (in Weeks)

i. Maternity Leave up to two (2) surviving children – 26
ii. Maternity Leave in case of two (2) or more children – 12
iii. Commissioning Mother – 12
iv. Adopting Mother – 12
v. Leave for miscarriage/medical termination – 6
vi. Tubectomy Operation – 2

Additional Benefits:

In case the nature of work permits, the reporting manager at his/her own discretion may approve work from home option for you after the maternity leaves have exhausted. However, the duration has to be mutually agreed by you and your manager.

"You shall be entitled to avail crèche facility as per daycare benefit policy."

viii. Company shall review and change the salary structure in case there is an impact to CTC due to any reasons, including but not limited to any change in law.

Appendix 2

Please come prepared with the following required documents (photocopies & originals) on your first day of joining:

- Highest Degree Certificate OR Highest Qualification Marksheet
- PAN CARD - In case you do not have PAN CARD, please apply for a PAN CARD and submit a copy of 'Acknowledgement of PAN CARD Application'
- Date of Birth Proof - Class Xth Certificate
- 6 passport size photographs
- Relieving letter / Experience letter for your immediate last employment – Incase the relieving letter has not been issued as yet, kindly carry a copy of your resignation acceptance
- Copy of UAN CARD or FORM 11 (downloaded from EPFO portal) – This is applicable for the employees with prior work experience, if UAN has been issued by the previous employer
- Copy of AADHAAR CARD - In case you do not have AADHAAR, please apply for AADHAAR and submit a copy of 'Acknowledgement of AADHAAR Application'
- If monthly fixed salary is INR 21000 or less.
    - Cancelled Cheque Leaf
    - Any document containing ESI Number e.g. payslip, ESI card etc., if you are already registered with ESIC.

Your employment with the Company shall be subject to submission of the above documents and required joining forms within 45 (forty five) days of your joining. The Company reserves the right to terminate your employment, in the event the above documents and forms are not submitted within the time stated above.



Appendix 3

STANDARD TERMS AND CONDITIONS OF EMPLOYMENT

This appendix containing the Standard Terms and Conditions of employment is attached to the letter of appointment and shall be deemed to be an integral part thereof. Your employment is conditional upon your acceptance of the standard terms and conditions detailed herein.

1. CONFIDENTIALITY

1.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public/outsiders at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its employees, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence, and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties. You agree to sign the 'Confidentiality Agreement' in this regard, the terms of which shall form an inalienable part of this letter of appointment.

1.2 You undertake not to make copies or duplicates of any tangible Confidential Information or other sensitive property or materials of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.

1.3 You shall keep strictly confidential, details of your salary and the employment benefits provided to you, within and outside the Company.

1.4 You agree and confirm that the terms and conditions of this Section 1 shall survive the termination or discontinuation of your Services with the Company.

2. NON-SOLICITATION

You shall not, during the term of your employment and for a period of twelve (12) months immediately following any termination of such employment (regardless of whether such termination is voluntary or involuntary), directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity: (a) interfere with the Company’s continuing relationships with its other employees, (b) disparage the Company with such other employees, (c) attempt to induce such other employees to leave their employment with the Company, (d) interfere with the Company's continuing relationships with its suppliers or customers, (e) disparage the Company with suppliers or customers, (f) sell, attempt to sell or solicit the sale of products competitive with those of the Company to the Company's customers, or (g) take any action to discourage or divert any suppliers or customers from doing business with the Company.

3. NON-COMPETITION

3.1 You agree that some restrictions on your activities during and after your employment are necessary to protect the goodwill and other legitimate interests of the Company. During your employment, you agree not to engage yourself for any outside business competitive with the Company. During the employment and for a period of one year after your

employment terminates/expires (the "Restriction Period") with the Company, you undertake not to compete, directly or indirectly, with the Company in the Territory described below, whether as an employee, consultant, agent, partner, owner, investor, or otherwise. Specifically, but without limiting the foregoing, you agree not to engage in any manner in any activity that is directly or indirectly competitive or potentially competitive with the business of the Company as conducted or under consideration at any time during your employment. For purposes of this provision, the business of the Company shall include all services and products offered by the Company in any manner or under development, and your undertaking shall encompass all items, products, and services that may be used in substitution for the products. You acknowledge that the Company's business is global in scope and therefore the "Territory" referred to above shall include the entire world.

3.2 Notification Requirement: Until 6 (six) months after the period set forth in Section 3.1, you undertake to notify the Company in writing of any change in your address and of each new job or other business activity in which you plan to engage, at least 30 days prior to beginning such job or activity. Such notice shall state the name and address of any new employer and the nature of your position/designation.

4. INTELLECTUAL PROPERTY RIGHTS

You shall disclose promptly, completely and in writing to the Company any discovery, invention, methodology or improvements made thereto, process, software applications or products, conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions whether or not patent applications are filed thereon shall at all times belong absolutely to and be the sole and absolute property of the Company. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. If and when required by the Company, you shall at the Company's expense take out or apply for patents, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

You shall not use the name and/or logo of the Company for any purpose whatsoever nor shall you use any copyright, patent, trademark, trade name, registered design or any other like right vested in the Company except for performing services stipulated in the letter of appointment.

5. DISCIPLINARY ACTION PROCEDURE

Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee shall be regarded as a disciplinary or capability matter. Your immediate superior shall normally deal with minor disciplinary matters. The procedure for more serious offences including major misconduct shall be dealt in the manner set out under the Company's regulations/policies.

6. COMPANY'S REGULATIONS/POLICIES

You shall abide and be bound by the Company's regulations/policies, and the same shall form part of this letter of appointment. The Company's regulations/policies may be changed / amended at any time at the discretion of the Company and the changed Company regulations/policies shall thereupon bind you. You shall also carry out and abide by any instruction, policies, 'house rules' and 'office orders' issued by the Company from time to time.

7. TERMINATION OF EMPLOYMENT

7.1 During Probation period either the Company or you may at any time terminate your employment with the Company, without cause, by giving in writing to the other party, 1 (one) months' notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition set forth in Section 7.6 below.

7.2 After completion of the Probation period, either the Company or you may at any time terminate your employment, without cause, by giving in writing to the other party, notice of 30 days or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice.

7.3 After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

7.4 Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.

7.5 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in Section 3 of the letter of appointment, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you shall continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You shall not be entitled to engage in any other employment, work or business during this notice period.

7.6 In addition to all the rights of the Company provided for in this agreement or in any other policies/regulations of the Company or under law, the Company may terminate your employment forthwith in any of the following circumstances:

i. Breach by you of any of the terms of this letter of appointment ;Breach of any clauses of the Company's regulations/policies as referenced in Section 6 hereinabove;
ii. Unauthorized absence beyond a period of seven consecutive days;
iii. Inability to perform your duties beyond a period of thirty (30) days, whether on medical grounds or on any other grounds;
iv. Physical or mental incapacitation to perform your duties;
v. Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
vi. Commission of any act detrimental to the interests of the Company;

vii. Commission of any act of moral turpitude;
viii. Misconduct;
ix. Commission of an act of insolvency;
x. Conviction in any court of law for the commission of any crime; or
xi. Your performance is continuously measured as below expectation.

Notwithstanding anything contained in Section 7.1, the Company reserves the right to terminate your employment without giving any notice period or pay in lieu thereof if you are in breach of the sub-clauses of clause 7.6 hereinabove.

8. REPRESENTATION

You represent and warrant that you are not bound by or subject to any court order, agreement, arrangement or undertaking (including but without limitation any non-competition or non-solicitation undertakings) or any other disability of any nature which may in any way restrict or prohibit you from entering into this letter of appointment or from performing your duties and providing services under this agreement of employment on the terms and condition contained herein.

9. INTERPRETATION

If any of the provisions of this letter of appointment shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or un¬enforceability shall not affect any other provisions of this letter of appointment, and this letter of appointment shall be construed as if such invalid, illegal or unenforceable provision has never been contained in this letter of appointment. If, moreover, any one or more of the provisions contained in this letter of appointment shall for any reason be held to be excessively broad as to duration, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law as it shall the appear.

10. DISPUTES

All disputes or differences whatsoever arising between the Company and you out of or relating to the construction, meaning and operation or effect of this letter of appointment or the breach thereof shall be settled by a senior officer of the Company and the decision made in pursuance thereof shall be binding on you and the Company.

11. WAIVER OF BREACH

Any waiver by the Company of a breach of any provision of this letter of appointment shall not operate or be construed as a waiver of any subsequent breach.

12. EMPLOYEE PERSONAL INFORMATION

12.1. The Company understands that privacy of information is important to you. The Company does not sell or otherwise share personally identifiable information except as provided below.

12.2. You consent to the processing and use of your Personal Data held by the Company for legal, personnel, administrative and/or management purposes. You further consent to the transfer of your Personal Data to other members of the UnitedHealth Group and to other third parties including those who provide products or services to the Company (such as benefit providers, record maintenance and payroll administrators), legal counsel, regulatory authorities, potential or future employers and potential purchasers of the Company or the business in which you work provided that the transfer is for one of the purposes referred to above, even where the recipient of the data is located in a country or territory which

does not maintain adequate data protection standards but where the Company has nevertheless installed reasonable technical safeguards to avoid unauthorized access.

12.3. You further consent to your Personal Data being stored on a central database in the USA or wherever it may be located in the future, which is accessible by persons from the UnitedHealth Group and other third parties mentioned above in a number of different countries or territories, including countries and territories which do not maintain adequate data protection standards. For the purposes of this consent, "Personal Data" includes, but is not limited to: name, address and contact details, date of birth, marital status, educational background, employment application, history with the company, job title, areas of expertise, details of salary and benefits, social security number, bank details, performance appraisals, salary reviews, records relating to holiday and other leave, working time records, details of any shares of common stock or directorships of the Company or any other member of the UnitedHealth Group held by you, details of all stock options, phantom stock options, or any entitlement to shares of common stock of the Company or any other member of the UnitedHealth Group awarded, cancelled, exercised, vested, unvested or outstanding in your favor and other management records. Personal Data also includes Sensitive Personal Data relating to your health (including information in the employee medical questionnaire, records of sickness absence, medical certificates and reports).

13. OTHERS

13.1. You shall be bound by the Company's regulations/policies, and all other rules, instructions, and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Company's regulations/policies, rules, instructions, etc. were part of this letter of appointment. In case of any conflict between this letter of appointment and Company's regulations/policies, the terms and conditions herein shall override/prevail.

13.2. You shall inform the Company as soon as possible about any change in your residential address.

13.3. Survival: Section 1, 2, 3, 4 & 12.3 shall survive the termination of this letter of appointment.



Optum

Please find below the salary annexure for your reference:

Optum Global Solutions (India) Private Limited		
Rangu Sanjay Goud | Customer Service Representative | Grade 22		
	ANNUAL	**MONTHLY**
BASIC	**93,600**	**7,800**
HRA	**46,800**	**3,900**
FLEXI	**93,600**	**7,800**
MEAL CARD	-	-
FUEL REIMBURSEMENT	-	-
LEAVE TRAVEL ALLOWANCE	-	-
	-	-
	-	-
	-	-
SPECIAL ALLOWANCE	93,600	7,800
TOTAL FIXED SALARY	**234,000**	**19,500**
Target QVC (AT 100%)	33,600	2,800
PF (Employer's Contribution)	21,600	1,800
ESI (Employer's Contribution)	8,775	731
CTC	**297,975**	**24,831**

Please Note:

1. Gratuity would be paid as per Payment of Gratuity Act (over and above CTC)
2. Employees would be entitled to Medical / Health Insurance, Life Insurance, Accidental Death and Disability Insurance benefits as per the Company policy (Over and above CTC)
3. Take home salary will be net of PF & Income Tax deductions. Income Tax deduction depends on employee declaration and proofs submission under various components permissible as per Income Tax Act. Also, the monthly take home would be impacted depending on the reimbursements claims every month
4. Please understand that no payment under the Quarterly Variable Incentive (QVC) plan is guaranteed, and is subject to attainment of corporate and business unit financial performance thresholds as well as individual performance ratings attained for the year in addition to OGS and Company discretion.
5. For the Provident Fund, the employees would contribute an amount equal to that of the employer and the same would come of the Total Fixed Salary of the employee (the current rate of contribution is INR 1800 per month)
6. As per the latest income tax rules, fuel reimbursement for employee owned car is tax free maximum upto INR 1,800 or INR 2,400 per month for car with engine capacity upto 1.6 ltr and above 1.6 ltr respectively.
7. LTA will be payable once in a year as governed by our internal policy.
8. If monthly salary of an employee is less than or equal to 21000, the employee will be eligible for ESI.



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RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.G.ROAD,
BENGALURU– 560001, INDIA

- CIN:U72200KA2008PTC067478
- PAN:AAECR2608A

Date: 04-07-2023

Full Name: Sandan Tanish
Email: tanishsandan@gmail.com
Phone: +91 9550611068

Dear Sandan Tanish,

On behalf of Regalix India Pvt. Ltd., it is my pleasure to confirm our offer of employment to you as **"Associate Consultant",** in our **Hyderabad,** India operation. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited about the prospect of your joining our company.

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

Designation	: **Associate Consultant**
Cost to Company	: **INR 3,70,000 /- per annum (Three Lakh Seventy Thousand Rupees ONLY)**
Grade & Level	: **G1L1**
Proposed Compensation Break Up	: **As Detailed in Annexure-II**

You are eligible for Transport Allowance of INR 4,000 (Rupees Four Thousand Only) per month should you not opt for company provided transport, the same will be processed based on the number of working days with your monthly salary and will be taxable.

You shall be eligible to earn a one-time bonus pay of **INR 1,00,000 (Rupees One Lakh Only)** on successful completion of the first **12** months of your service with us from the date of joining.

The compensation will be subject to applicable law or the rules of the Company in force from time to time, and as may be modified by the Company in its sole discretion from time to time. The company will make such deductions as may be necessary for compliance with State / Central tax laws.

Your Initial Posting will be at **Hyderabad India** and your shift timing will be 8:00 PM - 5:00 AM aligned to the **USA** region. However, these are subject to change to any other location/office or shift timing of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer/deputation will be in accordance with the company's rules being in force at the time.

The terms and conditions applicable to such other places/establishments/times will be notified to you in a transfer order. In the event of your not joining duty in accordance with such transfer order within eight days of the transfer date mentioned in the transfer order, you shall be deemed to have relinquished and resigned your employment and you shall cease to be in our employment.

Your appointment will be effective from the **date of joining** which shall be on or before **10-07-2023,** failing which this appointment will stand automatically withdrawn.

Our standard policy includes annual performance appraisals and six months of probation from the date of joining the Company.

Termination and Notice Period:

Subject to the provisions contained in this offer, your services may be terminated by either party on giving **'two months'** notice.

In case of resignation, your exit from the company will be governed by the guidelines prescribed under the Regalix India – Exit Policy.

No notice of resignation will be effective if given during a period of leave of absence from the Company and you will also not be eligible to proceed on such leave during the notice period.

This offer of employment is contingent upon the successful completion of your background screening as per the norms of the organization. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you. At the time of employment or during employment if the company finds the information provided by you to be false, misleading or that you have suppressed any material fact, it reserves the right to take appropriate disciplinary action against you including that of revoking of the offer or termination of service.

In the first instance, during the period of Probation, the termination of service may be made by either of the parties without giving any reason by giving one month's notice or on payment of a sum equivalent to one month's pay in lieu of notice.Post confirmation of employment the termination of services may be made by either of the parties without assigning any reason by giving two months' notice or by paying a sum equivalent to two months' salary in lieu of notice. The company may insist that you shall serve the notice period or complete the project/assignment on hand and ensure knowledge transfer before being relieved from the services. The company may also at its sole discretion, waive the total or part of the notice period and relieve you from service.

Pay for the purpose of this clause would be **gross pay** per month drawn by the employee on the date of giving the notice by either of the parties.

No notice or payment in lieu thereof is necessary for the event the termination is on account of misconduct on your part including but not limited to Code of Conduct violation, breach of Zero Tolerance policy.

You will be entitled to up to **15 days of Earned Leave** in accordance with the Rules of the Company being in force at the time.

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You will carry out all instructions of your superior(s) in the Company as regards your work, attendance, conduct, behavior, etc., and carry out diligently and honestly all duties that may be assigned to you by the Company from time to time notwithstanding the designation given above. Your days of work and working hours will be as per the working hours of the office, in which you are for the time being posted and can be changed at the discretion of the management of the Company.

You will retire in the normal course from the services of the Company on attaining the age of superannuation, that is on the day following your 60th Birthday.

Your individual remuneration is purely a matter between yourself and the company and has been arrived at on the basis of your job, skills 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.

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.

Information pertaining to the Company's operations shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect 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 your previous employers, in which case you shall keep us indemnified against any breach thereof by you.

The terms set out in this letter, together with the non-disclosure agreement and the Regalix India Pvt. Ltd. Compliance and Policy Manual, will form your Contract of Employment with the Company

You will abide by the Rules and Regulations of the Company which is in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions in service which shall be binding on you.

Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions, and stipulations contained herein will render you liable to termination of your employment without notice or compensation thereof.

You being adjudged an insolvent or applying to be adjudged an insolvent or making compensation or arrangement with your creditors or being found guilty by a competent court of any offense involving moral turpitude will render you liable to termination of your employment without notice or compensation thereof.

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

The Benefits provided by the Company as outlined herein and in the Company, policies are subject to change at the discretion of the Company.

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 to you by registered post at your address in India, as recorded with the Company.

By signing below, you confirm that you are not bound by any agreement with any previous employer or any party, which restricts in any way your prospective employment by Company (for example, any non-compete or non-competition agreement, non-disclosure or confidentiality agreement, non-solicitation agreement, etc.). Such agreements may be contained in offer letters from previous employers, stock option grants, employment agreements, independent contractor agreements, agreements for the sale of a business, etc. You represent that your employment with the Company and the performance of your proposed duties for the Company will not violate any obligations you have to such previous employer or another party. In your work for Company, you will not disclose or make use of any information or trade secrets in violation of any agreements with or rights of any such previous employer or another party, and you will not bring to Company premises any copies or other tangible embodiments of non-public information belonging to or obtained from any such previous employment or another party.

In case any information furnished by you, either in your application for employment or during the selection process is found to be incorrect/false, and /or if it is found that you have suppressed any material information in respect of your qualifications and past experience, the Company reserves the right to terminate your services any time without notice or compensation in lieu of notice.

Asset Recovery:

Upon termination of this Agreement for any reason, on or prior to the effective termination date at the Company's discretion, you shall return all Company property in your possession or control to your immediate supervisor to return all such property to the Company on or prior to the effective termination date.

Company Assets:

a. You shall take complete responsibility for the Company assets provided to you and will be liable for theft, loss, or damage caused to it.

b. In the event of any theft, loss, or damage (Partial or Total) of Company assets, an amount equivalent to the cost incurred by the Company toward repair, replacement or purchase will be borne by you, and the cost incurred shall be calculated and communicated to you by the HR/IT Team. This amount shall be deducted from your salary or full and final settlement dues.

c. If you resign from the services, abandon your services, or have been terminated from the service of the Company, you will be liable to return the assets of the Company in good working condition without any physical damage. Failure to do so will result in the amount being deducted from the salary and other dues or full and final settlement thereof that would be paid to you.

d. The relieving process would be completed only upon the return of all company assets in good working condition without any physical damage subject to clearances from all departments. You must return all the company assets on the last working day. If you fails to submit, it is deemed that you have given the company an implied consent to accept and acknowledge the consequences. If you do not return the company assets within a week from the last working day, additional charges will be levied at the company's discretion and will be deducted from the employee's full and final settlement. If you fails to submit within 3 months from the last working day, then you will not be issued relieving letter by the Company and the Company would set off the cost of the Company assets from the full and final settlement amount due.

e. If the assets are not returned or recovered from the full and final settlement dues payable to you by the Company, then appropriate action as per the Company policy/ Rules/ Regulations will be initiated against you.

Employee Records: You hereby understand that Regalix India Pvt. Ltd., neither solicits nor accepts any original documents, including but not limited to Passport, Aadhar Card, PAN Card educational certificates, experience certificate, proof of identity, or age or residence, etc at the time of joining Regalix India Pvt. Ltd., All documents submitted by you shall be photocopies or true copies of the original documents. These photocopies are submitted for the company's records and retention and shall not be returned.

You hereby, explicitly and unambiguously, consent to the collection, use, and transfer, in electronic or another form, of your personal data, as described in this document by and among, as applicable, by Regalix India Pvt. Ltd., its subsidiaries, or any third party appointed by Regalix India Pvt. Ltd., for the exclusive purpose of implementing, administering and managing your employment with Regalix India Pvt. Ltd., its updation into employee records in the employee personal file or on HR Tools, or for adhering with Local Laws.

Declaration of Majority: Regalix India Pvt. Ltd., does not hire persons below the age of 18 and you hereby declare that you have attained the age of 18 years. By virtue of having attained majority, you are competent to contract, as per the provisions of the Indian Contract Act, 1872. You further understand that if such declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully suppressed such material information, you shall be liable to removal from services without any notice or compensation, whatsoever.

Entire Agreement: Except as otherwise provided, this agreement contains the entire agreement between the Parties, superseding in all respects any and all prior oral or written agreements or understandings pertaining to the employment of the Employee by the Company. This agreement shall be amended or modified only by written instrument signed by both of the Parties hereto.

Jurisdiction: This Agreement shall be governed by the laws in force in India. The parties to this Agreement agree to submit to the exclusive jurisdiction of courts located in Bengaluru, Karnataka in relation to all disputes arising out of or due to this Agreement.

It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. Kindly send the duly signed copy of the duplicate offer document to the undersigned, as a sign of your acceptance of the offer, latest by **07-07-2023;** failing which the offer shall stand withdrawn**.**

Sandan Tanish, we take great 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.

Sincerely,

For, Regalix India Private Ltd

Shanta Sarkar

regalix INDIA PVT. LTD. Bengaluru 560 001

Shanta Sarkar
Vice President – People Success

I **Sandan Tanish, agree** to accept employment on the above-mentioned terms and conditions. I'll report for duty on or before **10-07-2023.**

Date: Signed:

Enclosed:

1. Details of Required Documents: Annexure I
2. Salary Break-up: Annexure-II

Annexure I

RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.G.ROAD,
BENGALURU– 560001, INDIA

- CIN:U72200KA2008PTC067478
- PAN:AAECR2608A

Please submit 2 copies of each of the below-mentioned documents on your date of joining:

- Semester Marks Cards for all courses pursued (full time/distance learning)
- Provisional and Original Degree Certificates issued by the University for all courses pursued (full time/distance learning)
- Proof for Date of Birth (Birth Certificate, School Leaving Certificate or Xth Standard Mark Sheet with Date of Birth)
- Relieving letter from all the Past Employers (Relieving letter from the Current Employer shall be submitted on the Date of Joining)
- The last 3 months payslips
- Copy of your Passport with any valid Visa / Work permit
- PAN Card copy and Adhaar (Mandatory)
- 2 Passport size photographs

Please note: Aadhaar No. and PAN No. has become mandatory as per new Government regulations for the creation of your PF Account and UAN Number.
Employment confirmation is subjected to submission of Aadhaar No. and PAN No.

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Annexure II – Salary Break-up

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Salary		
Basic Salary	1,23,040	10,253
House Rent Allowance	49,216	4,101
Special Allowance	1,07,826	8,986
Night Shift Allowance	36,000	3,000
Food Allowance	26,400	2,200
Gross Salary Before Deductions	**3,42,482**	**28,540**
Employer Benefits Part of CTC		
PF Contribution Employer	21,600	1,800
Gratuity	5,918	493
Deductions		
PF Contribution Employee	21,600	1,800
Profession Tax	2,400	200
Gross Pay	**3,42,482**	**28,540**
Net Pay Take Home	**3,18,482**	**26,540**
Total CTC	**3,70,000**	**30,833**

- **Net Salary is subject to declaration towards Investments & other Eligible Deductions under IT Provisions**
- **FBP components are available for tax exemptions**
- **Incentive is paid monthly basis your performance against fixed targets.**

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- Night Shift Allowance (NSA) & Food Allowance is applicable if you work in a shift between 5:00pm to 5:00am
- Night Shift Allowance (NSA) & Food Allowance will be paid for the number of days worked in a Month
- Insurance covering self, spouse and children up to Rs.5,00,000/- per annum
- Payment of gratuity will be in accordance with the provisions of the Payment of Gratuity Act.
- Any perquisites/allowance/incentive/ bonus paid above the CTC will be taxable.

****

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- CIN:U72200KA2008PTC067478
- PAN:AAECR2608A

Date: 23-06-2023

Full Name: Stephen Desouza
Email: Stevedesouza1992@gmail.com
Phone: +91 7382923640

Dear Stephen Desouza,

On behalf of Regalix India Pvt. Ltd., it is my pleasure to confirm our offer of employment to you as **'Associate Consultant'**, in our **Hyderabad**, India operation. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited about the prospect of your joining our company.

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

Designation	: **Associate Consultant**
Cost to Company	: **INR 3,00,000/- per annum (Three Lakh Rupees Only)**
Grade & Level	: **G1L1**
Proposed Compensation Break Up	: **As Detailed in Annexure-II**

You are eligible for Transport Allowance of INR **4000** per month should you not opt for company provided transport, the same will be processed based on the number of working days with your monthly salary and will be taxable.

You are eligible for a Night Shift Allowance (NSA) of INR **3000** per month if you work in a shift between 5:00 pm to 5:00 am (IST). The same will be processed based on the number of working days with your monthly salary and will be taxable.

You shall be eligible to earn a one-time bonus pay of **INR 1,00,000 (Rupees One Lakh Only)** on successful completion of the first **12** months of your service with us from the date of joining.

The compensation will be subject to applicable law or the rules of the Company in force from time to time, and as may be modified by the Company in its sole discretion from time to time. The company will make such deductions as may be necessary for compliance with State / Central tax laws.

Your Initial Posting will be at **Hyderabad India** and your shift timing will be Rotational Shift aligned to the **Global** region. However, these are subject to change to any other location/office or shift timing of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer/deputation will be in accordance with the company's rules being in force at the time.
The terms and conditions applicable to such other places/establishments/times will be notified to you in a transfer order. In the event of your not joining duty in accordance with such transfer order within

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eight days of the transfer date mentioned in the transfer order, you shall be deemed to have relinquished and resigned your employment and you shall cease to be in our employment.

Your appointment will be effective from the **date of joining** which shall be on or before **05-07-2023,** failing which this appointment will stand automatically withdrawn.

Our standard policy includes annual performance appraisals and six months of probation from the date of joining the Company.

Termination and Notice Period:

Subject to the provisions contained in this offer, your services may be terminated by either party on giving '**two months'** notice.

In case of resignation, your exit from the company will be governed by the guidelines prescribed under the Regalix India – Exit Policy.

No notice of resignation will be effective if given during a period of leave of absence from the Company and you will also not be eligible to proceed on such leave during the notice period.

This offer of employment is contingent upon the successful completion of your background screening as per the norms of the organization. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you. At the time of employment or during employment if the company finds the information provided by you to be false, misleading or that you have suppressed any material fact, it reserves the right to take appropriate disciplinary action against you including that of revoking of the offer or termination of service.

In the first instance, during the period of Probation, the termination of service may be made by either of the parties without giving any reason by giving one month's notice or on payment of a sum equivalent to one month's pay in lieu of notice. Post confirmation of employment the termination of services may be made by either of the parties without assigning any reason by giving two months' notice or by paying a sum equivalent to two months' salary in lieu of notice. The company may insist that you serve the notice period or complete the project/assignment on hand and ensure knowledge transfer before being relieved from the services. The company may also at its sole discretion, waive the total or part of the notice period and relieve you from service.

Pay for the purpose of this clause would be **gross pay** per month drawn by the employee on the date of giving the notice by either of the parties.

No notice or payment in lieu thereof is necessary in the event the termination is on account of misconduct on your part including but not limited to Code of Conduct violations, breach of Zero Tolerance policy.

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You will be entitled to up to **15 days of Earned Leave** in accordance with the Rules of the Company being in force at the time.

You will carry out all instructions of your superior(s) in the Company as regards your work, attendance, conduct, behavior, etc., and carry out diligently and honestly all duties that may be assigned to you by the Company from time to time notwithstanding the designation given above. Your days of work and working hours will be as per the working hours of the office, in which you are for the time being posted and can be changed at the discretion of the management of the Company.

You will retire in the normal course from the services of the Company on attaining the age of superannuation, that is on the day following your 60th Birthday.

Your individual remuneration is purely a matter between yourself and the company and has been arrived at on the basis of your job, skills 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.

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.

Information pertaining to the Company's operations shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect 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 your previous employers, in which case you shall keep us indemnified against any breach thereof by you.

The terms set out in this letter, together with the non-disclosure agreement and the Regalix India Pvt. Ltd. Compliance and Policy Manual, will form your Contract of Employment with the Company

You will abide by the Rules and Regulations 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 above terms and conditions in service which shall be binding on you.

Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions, and stipulations contained herein will render you liable to termination of your employment without notice or compensation thereof.

You being adjudged an insolvent or applying to be adjudged an insolvent or making compensation or arrangement with your creditors or being found guilty by a competent court of any offense involving moral turpitude will render you liable to termination of your employment without notice or compensation thereof.

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Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

The Benefits provided by the Company as outlined herein and in the Company policies are subject to change at the discretion of the Company.

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 to you by registered post at your address in India, as recorded with the Company.

By signing below, you confirm that you are not bound by any agreement with any previous employer or any party, which restricts in any way your prospective employment by Company (for example, any non-compete or non-competition agreement, non-disclosure or confidentiality agreement, non-solicitation agreement, etc.). Such agreements may be contained in offer letters from previous employers, stock option grants, employment agreements, independent contractor agreements, agreements for the sale of a business, etc. You represent that your employment with the Company and the performance of your proposed duties for the Company will not violate any obligations you have to such previous employer or another party. In your work for Company, you will not disclose or make use of any information or trade secrets in violation of any agreements with or rights of any such previous employer or another party, and you will not bring to Company premises any copies or other tangible embodiments of non-public information belonging to or obtained from any such previous employment or another party.

In case any information furnished by you, either in your application for employment or during the selection process is found to be incorrect/false, and /or if it is found that you have suppressed any material information in respect of your qualifications and past experience, the Company reserves the right to terminate your services any time without notice or compensation in lieu of notice.

Asset Recovery:

Upon termination of this Agreement for any reason, on or prior to the effective termination date at the Company's discretion, you shall return all Company property in your possession or control to your immediate supervisor to return all such property to the Company on or prior to the effective termination date.

Company Assets:

a. You shall take complete responsibility for the Company assets provided to you and will be liable for theft, loss, or damage caused to it.

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b. In the event of any theft, loss, or damage (Partial or Total) of Company assets, an amount equivalent to the cost incurred by the Company toward repair, replacement or purchase will be borne by you, and the cost incurred shall be calculated and communicated to you by the HR/IT Team. This amount shall be deducted from your salary or full and final settlement dues.

c. If you resign from the services, abandon your services, or have been terminated from the service of the Company, you will be liable to return the assets of the Company in good working condition without any physical damage. Failure to do so will result in the amount being deducted from the salary and other dues or full and final settlement thereof that would be paid to you.

d. The relieving process would be completed only upon the return of all company assets in good working condition without any physical damage subject to clearances from all departments. You must return all the company assets on the last working day. If you fails to submit, it is deemed that you have given the company an implied consent to accept and acknowledge the consequences. If you do not return the company assets within a week from the last working day, additional charges will be levied at the company's discretion and will be deducted from the employee's full and final settlement. If you fails to submit within 3 months from the last working day, then you will not be issued relieving letter by the Company and the Company would set off the cost of the Company assets from the full and final settlement amount due.

e. If the assets are not returned or recovered from the full and final settlement dues payable to you by the Company, then appropriate action as per the Company policy/ Rules/ Regulations will be initiated against you.

Employee Records: You hereby understand that Regalix India Pvt. Ltd., neither solicits nor accepts any original documents, including but not limited to Passport, Aadhar Card, PAN Card educational certificates, experience certificate, proof of identity, or age or residence, etc at the time of joining Regalix India Pvt. Ltd., All documents submitted by you shall be photocopies or true copies of the original documents. These Photocopies are submitted for the company's records and retention and shall not be returned.

You hereby, explicitly and unambiguously, consent to the collection, use, and transfer, in electronic or another form, of your personal data, as described in this document by and among, as applicable, by Regalix India Pvt. Ltd., its subsidiaries, or any third party appointed by Regalix India Pvt. Ltd., for the exclusive purpose of implementing, administering and managing your employment with Regalix India

Pvt. Ltd., its updation into employee records in the employee personal file or on HR Tools, or for adhering with Local Laws.

Declaration of Majority: Regalix India Pvt. Ltd., does not hire persons below the age of 18 and you hereby declare that you have attained the age of 18 years. By virtue of having attained majority, you are competent to contract, as per the provisions of the Indian Contract Act, 1872. You further understand that if such declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully suppressed such material information, you shall be liable to removal from services without any notice or compensation whatsoever.

Entire Agreement: Except as otherwise provided, this agreement contains the entire agreement between the Parties, superseding in all respects any and all prior oral or written agreements or understandings pertaining to the employment of the Employee by the Company. This agreement shall be amended or modified only by written instrument signed by both of the Parties hereto.

Jurisdiction: This Agreement shall be governed by the laws in force in India. The parties to this Agreement agree to submit to the exclusive jurisdiction of courts located in Bengaluru, Karnataka in relation to all disputes arising out of or due to this Agreement.

It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. Kindly send the duly signed copy of the duplicate offer document to the undersigned, as a sign of your acceptance of the offer, latest by **25-06-2023;** failing which the offer shall stand withdrawn**.**

Stephen Desouza, we take great 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.

Sincerely,

For, Regalix India Private Ltd

Shanta Sarkar

regalix INDIA PVT. LTD. Bengaluru 560 001

Shanta Sarkar
Vice President – People Success

I **Stephen Desouza, agree** to accept employment on the above-mentioned terms and conditions. I'll report for duty on or before **05-07-2023.**

RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.G.ROAD,
BENGALURU– 560001, INDIA

- CIN:U72200KA2008PTC067478
- PAN:AAECR2608A

Date: Signed:

Enclosed:

1. Details of Required Documents: Annexure I
2. Salary Break-up: Annexure-II

Annexure I

Please submit 2 copies of each of the below-mentioned documents on your date of joining:

- Semester Marks Cards for all courses pursued (full time/distance learning)
- Provisional and Original Degree Certificates issued by the University for all courses pursued (full time/distance learning)
- Proof for Date of Birth (Birth Certificate, School Leaving Certificate or Xth Standard Mark Sheet with Date of Birth)
- Relieving letter from all the Past Employers (Relieving letter from the Current Employer shall be submitted on the Date of Joining)
- The last 3 months payslips
- Copy of your Passport with any valid Visa / Work permit
- PAN Card copy and Adhaar (Mandatory)
- 2 Passport size photographs

***Please note: Aadhaar No. and PAN No. has become mandatory as per new Government regulations for creation of your PF Account and UAN Number.**
Employment confirmation is subjected to submission of Aadhaar No. and PAN No.

RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.G.ROAD,
BENGALURU- 560001, INDIA

- CIN:U72200KA2008PTC067478
- PAN:AAECR2608A

Annexure II – Salary Break-up

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Salary		
Basic Salary	1,20,000	10,000
House Rent Allowance	48,000	4,000
Special Allowance	1,04,628	8,719
Gross Salary Before Deductions	**2,72,628**	**22,719**
Employer Benefits Part of CTC		
PF Contribution Employer	21,600	1,800
Gratuity	5,772	481
Deductions		
PF Contribution Employee	21,600	1,800
Profession Tax	2,400	200
Gross Pay	**2,72,628**	**22,719**
Net Pay Take Home	**2,48,628**	**20,719**
CTC	**3,00,000**	**25,000**

- **Net Salary is subject to declaration towards Investments & other Eligible Deductions under IT Provisions.**
- **Variable pay if applicable is paid quarterly basis your performance.**
- **FBP components are available for tax exemptions**
- **Insurance covering self, spouse and children up to Rs.5,00,000/- per annum**

RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.G.ROAD,
BENGALURU– 560001, INDIA

- CIN:U72200KA2008PTC067478
- PAN:AAECR2608A

- **Payment of gratuity will be in accordance with the provisions of the Payment of Gratuity Act**
- **Any perquisites/allowance/incentive/ bonus paid above the CTC will be taxable**

*****

ADP Private Limited
ADP Boulevard, Survey NO. 88/AA and 88/E, Nanakramguda Village,
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008
Ph: +91 40 6757 0000
adp.com

15 December, 2022

Mr. Vaishnav Raju
H No: 3-11-89,
Mallapur, Near Hanuman Temple,
Hyderabad 500076.

Dear Vaishnav,

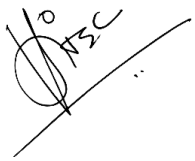
Congratulations! Subsequent to the discussions we had with you, we are pleased to extend an offer for you to be a part of ADP. Please find the offer details below:

Position:	Customer Service Representative
Grade:	G1 L1
Start date:	On or Before 03 July, 2023
Compensation:	Gross Compensation of INR 300,008 (Rupees Three Lakhs and Eight Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP.
Probation & Notice Period:	You will be on probation for a period of six months from the date of your joining. During this period, you will be entitled to all benefits as per ADP's policy & your employment with the Company is terminable by serving a notice of sixty days on either side. On successful completion of probation period, the notice period would be ninety days on either side. ADP reserves the right to terminate your employment on the basis of, but not limited to, non-adherence to ADP's Code of Conduct & Ethics and other related policies, non-performance and elimination of the position per ADP's business needs.
Place of work:	Your initial place of work will be Hyderabad. However, your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

Note: Please find the details of the terms and conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We wish you a long and successful career with ADP.

Sincerely,



Vipul Singh
(Divisional Vice President & Head of HR)

Associate Signature: _____

ADP Private Limited
ADP Boulevard, Survey NO. 88/AA and 88/E, Nanakramguda Village,
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008
Ph: +91 40 6757 0000
adp.com

Details of Compensation

Name : Vaishnav Raju

Position : Customer Service Representative

Grade : G1 L1

A. Base Salary	Monthly (INR)*	Annual (INR)*
• Basic Salary	11,160	133,920
• House Rent Allowance	4,554	54,648
• Flexible Benefits**	2,232	26,784
B. Bonus (20% of Basic Salary Paid Monthly)	2,232	26,784
C. Standard Benefits		
• Provident Fund***	1,607	19,284
• Gratuity	537	6,444
Gross Compensation (A+B+C)	22,322	**267,864**

Variable Performance Incentive (VPI)# (will range from 0% to 175% based on performance)		0%	100%	175%
		0	32,144	56,251
Total CTC (Gross + VPI)##		**300,008**		

** Indian Rupees*
*** Flexible Benefits include Leave Travel Allowance and Children Education Allowance*
**** PF will be deducted as per the statutory norms*
 # These are indicative payouts at your grade and will vary based on your performance, performance of your business unit & ADP
Total CTC is computed at 100% VPI payout
Tax will be applicable as per Tax Slab & Tax Regulations

Associate Signature: _____

Terms and Conditions

1. Working Hours

The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday.

2. Confidentiality

You will be required to execute a confidentiality agreement at the time of joining, regarding your employment and the business matters of the organization.

3. Authenticity

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

4. Documents

This Offer would stand cancelled if you fail to successfully complete your educational degree and do not meet the percentage criterion as specified during interviews

5. Permanent Account Number (PAN)

Permanent Account Number (PAN) is mandatory under Income Tax Act for processing salaries. In the absence of PAN, TDS would be deducted as per the applicable slab rate of Income Tax.

6. Statutory Benefits

Provident Fund: Provident Fund will be deducted from your salary as per EPF Act. The organization will also contribute a matching amount towards your Provident Fund. The PF related components of the compensation would be governed by the relevant statutory laws as may be applicable from time to time.

Gratuity: The Gratuity is paid to the associates as per the Gratuity Act, 1972 and would be governed by the relevant statutory laws as may be applicable from time to time.

7. Statutory Compliance

Income Tax and Profession Tax or any other payments will be deducted from your salary, as applicable as per statutory laws.

8. Flexible Benefits

The Flexible Benefit is a key component in your Gross Yearly Compensation. It allows you the flexibility to claim tax exemption benefit, as per Income Tax norms / rules in practice for the given financial year.

Associate Signature: _____

9. Health Insurance

You and your dependents will be covered as per the existing Mediclaim Insurance Policy provided by the organization.

10. Personal Accident Insurance

You will be covered as per the existing Group Personal Accident Insurance Plan provided by the organization.

11. Leave

You are eligible for Privilege Leaves and Casual Leaves as per the organization policy. You are also entitled to avail the Public Holidays as per the organization policy. Leave should be taken, as mutually agreed between you and the Reporting Manager.

For those members who joined the organization after January 1st, Leave entitlement for the period between your Start date and 31st of December will be allocated on a pro rata basis.

12. Variable Performance Incentive

You will be eligible for variable performance incentive based on your performance, performance of your business unit & ADP. This incentive will be paid as a one-time amount every year as per the organization's variable performance incentive payment cycle. In case the period of employment is less than one year at the time of bonus cycle, the amount will be computed on a pro-rata basis.

13. Maternity Benefit

Women associates would be eligible to avail maternity related benefits per prevailing statute and relevant organizational guidelines applicable from time to time.

14. Drug Test

You will be required to undergo a drug test with the organization on the day of induction. If tested positive for any of the banned & illegal drugs as per the organization policy, it would result in action leading up to termination.

15. Background Checks

In accordance with our policy, this offer is conditioned upon your successful completion of a background check. Because this is a conditional offer of employment, you should not give notice to your present employer, sell real estate, or incur any other expense associated with acceptance of employment until you receive confirmation that you have successfully satisfied the preconditions of employment. This process is generally completed within 3 weeks, however the process may take longer. Background checks may include, without limitation, criminal screening, educational and employment verification, and reference checks. This offer is subject to the authenticity of any information and documentation in connection with background screening provided by you or otherwise obtained by ADP before, during or after the offer is communicated to you. In the event any information provided by you or otherwise obtained by ADP for background screening is proven to be false, misleading, or otherwise unsatisfactory to ADP in its sole discretion, ADP reserves the right to immediately rescind this offer and/or terminate your employment, if applicable, at any time.

Associate Signature: _____

R1 RCM Global Private Limited
12th Floor Building No. 1 and 1st Floor (Wing A and B),
Building No. 2, M/s. NSL SEZ, (Hyderabad) Private Limited,
IT/ITES SEZ at IDA Uppal, Ranga Reddy District, Hyderabad – 500039, Telangana, India
Tel: +91 040 42570000 I CIN: U74900DL2009PTC187041 I Website: www.r1rcm.com

STRICTLY PRIVATE AND CONFIDENTIAL

Elipay Sai Sushma
Flat no. 101, Gayatri Sai Shapphire, Road No.4, MMR Garden, Raja Rajeshwari Nagar, Tirumalgiri
Hyderabad 500011

November 23, 2023

APPOINTMENT LETTER

Dear Elipay Sai Sushma,

Congratulations!

With reference to your application and subsequent interview, we are pleased to extend an offer of employment to you at R1 RCM Global Private Limited as **Associate Analyst**.

Subject to your accepting this appointment letter, your anticipated start date will be no later than **November 27, 2023**. Your appointment will be effective from the date of joining.

Your Annual Compensation will be **INR₹235,000.00**/- cost to Company (CTC). Details of the CTC break up are given in Annexure-I provided with this letter.

Your primary work location will be **IND-Hyderabad** or any work location R1 RCM may ask you to work from time to time as per its discretion.

Please formally accept this appointment letter within two (2) days, failing which this offer shall lapse automatically. This appointment letter will stand revoked at the sole discretion of R1 RCM. This offer and your employment with R1 RCM is conditional upon you successfully clearing the background verification process as applicable at R1 RCM.

You will be receiving a joining instruction email confirming the details of your onboarding time, venue details from the R1 RCM Onboarding team before your start date.

The Company reserves the right to amend your date of joining prior to your start date, in-line with business exigencies. Any change to this effect, will be communicated to you vide a revised appointment letter.

You are required to undergo a training program consisting of different modules as per business requirement:

- This program will offer you extensive training on various modules required in the Revenue Cycle Management (RCM) and help you understand the business. Thus, enabling you to develop the skill set and learn the tools required in the RCM industry.
- You will be assessed at each stage of your training module and will be given due opportunity to improve and clear your training milestones.
- After you successfully graduate from the training program, your annual compensation shall stand revised at **Rupees Two Lacs Eighty Five Thousand only (INR 2,85,000/-).** To this effect, a revised addendum to your appointment letter will be shared with you. Also, in case you are unable to successfully complete your training, the organization will take appropriate action per the terms and conditions of this appointment letter.

All decisions in reference to the progression and compensation revision will be governed by the appropriate company guidelines and may be revised by the management at its own discretion.

To ensure that you have full understanding of the terms and conditions of your employment at R1 RCM and the benefits available to you, there are a number of enclosures to this letter which you will need to adhere with during the course of your employment with us.

Please sign the enclosed copy of this letter, terms and conditions, confidentiality and intellectual property protection agreement and any other annexure attached.

We look forward to welcoming you to R1 RCM.

Sincerely,

For R1 RCM Global Private Limited,



Swati Khandelwal
Senior Vice President – Human Resources

I, Elipay Sai Sushma, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment.

Employee Signature:

Date:

Location: IND-Hyderabad

TERMS AND CONDITIONS

This statement of Terms and Conditions forms part of the contract of employment (the "Contract") between **Elipay Sai Sushma** and R1 RCM Global Private Limited ("the Company") and will be effective from the commencement of your employment with us.

Further information on R1 RCM policies and procedures are available on the Company intranet site, which shall be deemed binding upon you. R1 RCM reserves the right to review and update its employment policies and procedures as applicable from time to time and your agreement to comply and adhere by them will be deemed accepted.

Background Verification:

1) Your appointment / employment (whilst in service with R1 RCM) is subject to you clearing all the background checks as per the Background Verification process.

2) The Company at its sole discretion can authorize subsidiaries or affiliates of R1 RCM and any person or organization acting on its behalf to verify the information provided by you in the course of your job application and employment.

3) It is imperative to submit all your credentials, testimonials and required documents **within 15 days of joining**. If the particulars shared by you are found to be incorrect, inaccurate or misleading, your appointment shall be revoked, and your services will be terminated per applicable Company policy.

4) Your appointment is subject to medical and/or drug screening test clearance, on your joining or anytime post your joining as part of random screening checks.

5) If the outcome of the medical/drug test is not as per the acceptable norms/standards, your employment shall be terminated and/or necessary actions would be initiated as per applicable Company policy.

6) The management will be within its rights to request an employee to get tested for drug/substance/alcohol abuse/usage during working hours, if the management has a reasonable suspicion of the same. Refusal to the random screening by an employee will be constituted as an act of gross misconduct/ misbehavior.

Probation Period:

1) You will be on probation for a period of six months from your date of joining. During this period, you are expected to set your key results/goals in consensus with your Manager.
2) On satisfactory completion of your probation, your services will be confirmed in writing. Unless confirmed in writing, you shall continue to remain on probation. There shall be no automatic confirmation in service.
3) In case your performance and/or conduct is found unsatisfactory, the Company may in its discretion extend the probation period in writing.
4) The Company reserves the right to terminate your services during probation without giving any reason, or any prior notice/payment in lieu of notice.

Hours of Work:

1) R1 operates 24/7 and 365 days a year, so your working hours may involve Day and Night shift and working weekends and public holidays as permitted under applicable laws and company policies.
2) Your working hours can be varied at the sole discretion of the Company, you may also be required to work beyond the working hours depending on business exigencies / requirements per the applicable company policy.

Leaves:

1) You will be eligible for leaves as per the Company policy.
2) All eligible female employees will be entitled to maternity leaves in-line with the Maternity benefit Act, 1961.

Compensation & Salary Structure:
1) Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cess and other applicable withholdings. All tax liabilities arising out of your entire renumeration, package, present or future, shall be borne by you.
2) Any amount recoverable/payable from you towards R1 RCM may be adjusted from your monthly salary at the sole discretion of the Company.
3) The Company reserves the right to review and change its compensation structure or revise the salary components subject to modification/ change/ discontinuation/ amendment as per the applicable policy/statutory regulations from time to time.

Increments and Promotions:
1) Your performance and contribution to the company will be an important consideration for salary increment and promotions.
2) R1 follows the philosophy of Pay for Performance and Promote for Potential depending upon position availability and all promotions will be based on applicable company policy.

Statutory and Other Benefits:
1) You will be eligible for various statutory benefits in accordance with the relevant laws.
2) You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached benefits flyer which does not form a part of your contract. These benefits are subject to the applicable policy/plan in force from time to time.

Transfer & Relocation:
1) During your employment with the Company, you will be liable to be transferred to any of the offices, location, departments, or/ business units of the Company or of associate companies/ group companies, weather existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment or unless otherwise specified at the sole discretion of the management.

Retirement:
1) On reaching the age of 60 years, you will retire from the services of the Company. Your date of birth as recorded at the time of your appointment with the Company will be considered as the authenticated date of birth for purposes throughout your service with the Company and no changes will be permitted under any circumstances.

Notice Period:
1) Either party can initiate the separation of employment by giving required notice period (refer point below) or payment in lieu of notice thereof. Any deviations from this shall be on the sole discretion of R1 RCM Management.
2) Required notice period:
- o Level 1S Associate 0
- o Notice Period 30 days.

Separation:
1) Upon confirmation of your services with the Company, R1 retains the right to terminate your services without any prior notice/payment in lieu of notice in the event of any act of omission or commission committed by you, which constitutes gross misconduct.
2) The Company reserves the right to terminate your employment for any behavior which results in breach of Company policy and/or loss of confidence and/or jeopardizing the interests of the Company and / or involvement in any misconduct and / or any criminal activity and/ or any other reason not enlisted herewith. Termination or any such related action will be taken as per applicable Company policy.
3) If your performance is found to be unsatisfactory as per the expectations/ tasks provided, the Company may afford you

opportunities to assist and enable you to improve your performance. If your performance does not improve as per the expectations/ tasks provided, Company reserves the right to terminate your employment at any time.
4) At the time of separation of your employment, you need to handover all the Company entrusted documents/ provided assets/ property in an acceptable condition. It is agreed that any damage to Company assets/property and amount due to the Company by you will be adjusted via reverse bank transfer.
5) Your full and final settlements will be initiated only after you have completed all necessary clearances. Only upon settlement of your dues towards R1 RCM, you shall be relieved from your contractual obligations and provided any service certificates thereof.

Abandonment of Employment:
1) Your absence for a period of three days and/ or more days without prior information or approval from your Supervisor and/or HR (including overstay of sanctioned leave duration), shall be treated as Abandonment of service. The Company in such occasion retains the right to terminate your services without any prior notice or payment in lieu of notice in such instance.
2) In such cases the Company also reserves the right to withhold any service certificates or payments due to you.

Dual Employment:
1) You shall not enter into any contract with any third party whether full time or part time during the period of your employment at Company.
2) You will not undertake any other employment, personal business, assume any public or private office or honorary or remunerative except with the prior written permission/ approval of the management. You shall not indulge in any business, trade or a vocation for profit or otherwise during your employment with the Company.
3) Violation of the above shall render you liable for stern action as per applicable Company Policy and / or Law which may include your dismissal/termination from service.

Workplace Harassment:
1) R1 RCM has an Equal Employment Opportunity Policy which employees must follow, at all times.
2) The management has a zero-tolerance on workplace discrimination, harassment, sexual harassment and bullying.
3) Any breach with regards to the same can lead to disciplinary action including termination per the applicable policy.

Integrity & Confidentiality:
1) You will be required to demonstrate highest degree of integrity in the performance of your responsibilities. During the course of your employment with R1 RCM, and at least for a period of one year thereafter, you will not transit, disclose or otherwise use confidential and proprietary information of the Company, its clients, vendors, independent contractors and subcontractors to an authorized or unauthorized person, except as and may be required in the course of your duties in connection with the Company's business without prior consent or confirmation in writing. You will also abide by all confidentiality, safety and security regulations of the Company as may be applicable from time to time.
2) Breach of the above obligation gives cause of action to the Company to proceed with appropriate civil and criminal liabilities, in addition to immediate termination of your services.
3) Personal Data shared by you will be held by the Company for legal, personnel, administrative and / or management purposes and may be shared with authorized subsidiaries or affiliates of R1 RCM and any person or organization acting on behalf such as:
a. Third party vendors who provide services to the Company (benefits provided, record maintenance, health benefits, background verification and payroll administrator), legal counsel, regulatory authorities, auditors, external investigators, authorized government authorities.
b. Your personal identifiable information and sensitive personal data will be located/ stored within the territory of India or US or any other country where the Company will open its branches/ establishment in future, safely with reasonable safeguards to avoid any unauthorized usage/ access of the data.
c. Your further consent to your Personal data and Sensitive personal data will be shared with the concerned authorized government official if the same is sought over a written orders/ communication.

Communication:

1) That you shall furnish residential address/ mobile or phone number/ email id for communication at the time of joining the organization. Subsequently if in future there is a change in address for communication details already provided you shall intimate the HR Department in writing about the same within 48 hours of such change having taken effect. Any communication sent to you on that residential address/ mobile or phone number / email id shall be deemed to have been served.

Please sign the duplicate copy of this letter, in token of your acceptance of the above terms and conditions and send it to us within two (2) days, failing which the offer stands withdrawn without any further reference to you.

If you would like to discuss any details of your conditions of employment do not hesitate to contact the Human Resources Team at career.india@r1rcm.com.

We welcome you as a member of our team and wish you a successful career with R1 RCM.

For R1 RCM Global Private Limited,



Swati Khandelwal
Senior Vice President – Human Resources

I, Elipay Sai Sushma, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment.

Employee Signature:

Date:

Location: IND-Hyderabad

ANNEXURE-I

Name: Elipay Sai Sushma
Band: 1S Associate 0
Date of Joining: November 27, 2023
Work Location: IND-Hyderabad
Designation: Associate Analyst
Cost to Company: INR ₹235,000.00

COMPOSITION – Total Cost to Company

Basic Monthly: **INR₹12,000.00**
Basic Annually: **INR₹144,000.00**

House Rent Allowance Monthly: **INR₹1,344.00**
House Rent Allowance Annually: **INR₹16,122.00**

Internet Allowance Monthly: **INR**₹600.00
Internet Allowance Annually: **INR**₹7,200.00

Advance Statutory Bonus Monthly: **INR₹3,000.00**

Advance Statutory Bonus Annually: **INR₹36,000.00**

PF Contribution by Employer Monthly: **INR₹1,512.00**

PF Contribution by Employer Annually: **INR₹18,144.00**

Gratuity Monthly: **INR₹577.00**

Gratuity Annually: **INR₹6,926.00**

ESIC Monthly: **INR₹551.00**

ESIC Annually: **INR₹6,608.00**

Total Retirals – Employer Contributions Monthly: INR₹2,640.00

Total Retirals – Employer Contributions Annually: INR₹31,678.00

Total Cost to Company – Employer Contributions Monthly: INR₹19,583.00

Total Cost to Company – Employer Contributions Annually: INR₹235,000.00

Extremely Confidential:

Your compensation is a subject matter of extreme confidentiality. Sharing of your compensation details with anyone other than authorized HR person or your function head is strictly prohibited and falls under zero tolerance policy of the company.

For R1 RCM Global Private Limited,



Swati Khandelwal
Senior Vice President – Human Resources

I, Elipay Sai Sushma, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment.

Employee Signature:

Date:

Location: IND-Hyderabad

EXPLANATION OF COMPONENTS

Details of each element of your salary (Total Cost to Company) are provided below: -

BASIC

Basic component of your salary is driven as a percentage of total cost to company on the basis of your career level. R1 always provides a Basic salary more than the state minimum wage prescribed under the law. Furthermore, Basic component also serves as a driving factor for other allowances mentioned below.

Basic component of your salary is taxable in accordance with tax laws of India and forms part of your take home cash.

HOUSE RENT ALLOWANCE (HRA)

HRA is a cash allowance provided to assist employee for a rented accommodation. Furthermore, employee can avail tax savings on HRA in accordance with tax laws of India and provided they are living in a rented accommodation.

HRA is driven as a percentage of your Basic salary.

ADVANCE STATUTORY BONUS

Statutory bonus is payable as a cash allowance in accordance with The Payment of Bonus Act, 1965. This allowance is paid at 20% of basic salary, which is at the maximum defined limit on a range of 8.33% of Basic to 20% of Basic.

PF CONTRIBUTION BY EMPLOYER

R1 contributes 12% of Basic towards employee's EPF account. These contributions are directly deposited into employee's PF and EPS account along with employee's contribution (12% of Basic) through payroll process and qualifies for tax rebate under Section 80-C of Indian Income Tax act.

GRATUITY

Gratuity is social security benefit paid by R1 to its employees on leaving services upon successful completion of 4 years 240 days or more. A contribution equivalent to 4.81% of monthly basic is reserved towards this benefit and is paid in accordance with the provisions of The Payment of Gratuity Act, 1972 as a token of gratitude towards associating with the company for long.

ESIC

ESI is a social security and health insurance scheme managed by Employee's State Insurance Corporation according to the rules and regulations in the ESI Act, 1948.

R1 contributes 3.25% of gross wages in addition to 0.75% of employee's contribution. The contributions are processed through payroll on a monthly basis and are remitted to employee's ESI account.

Extremely Confidential:

Your compensation is a subject matter of extreme confidentiality. Sharing of your compensation details with anyone other than authorized HR person or your function head is strictly prohibited and falls under zero tolerance policy of the company.

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011
techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001

Ref: 981731/2275452/FTC **Date: 04th December, 2023**

Kotha Pranitha
1-54, Jagadev Pur, Jagadev Pur Mandalam
Jagdevpur, Medak-502281
Phone No: 8919104425

Subject – Fixed Term Contract

Dear **Kotha Pranitha,**

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment a Fixed Term Contract with our Organization at **Hyderabad** for a period of **03 Months** with effect from **04th December, 2023** to **04th March, 2024** on the terms and conditions as specified in this Letter.

2. Your "Annual Total Cash Compensation" will be **Rs. 308051 (Rupees Three Lakhs Eight Thousand Fifty One Only).** Please refer **Annexure-A** for details on the compensation and statutory deductions.

3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B.**

5. The term of your employment shall commence with effect from your date of joining which shall be on **04th December, 2023**, and is effective till **04th March, 2024**. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

6. On the date of joining, you are requested to report to **Susma Sugumaran at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, SEZ Gate, Jubilee Enclave, Hitech City, Hyderabad - 500081**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.

7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Susma Sugumaran** latest by **04th December, 2023**.

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Mumbai 400 001

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with Offers **Team** (E-Mail: TR00837566@TechMahindra.com)

For Tech Mahindra Limited



Mukul Sah
Group Head – HR & RMG

Encl: **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

Accepted

Date: Signature of Candidate:

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Annexure – A

Name : Kotha Pranitha
Title : Associate Analyst - BPS
Band : U1

Components of Total Cost to Company	Rs. (Per Annum)	Rs. (Per Month)
Basic (@35% of Total Fixed Pay)	105,000	8,750
HRA (@70% of Basic Pay)	73,500	6,125
Bonus/Statutory Bonus	21,000	1,750
Employer's contribution to Provident Fund (@12% of Basic Pay)	12,600	1,050
Employer's contribution to ESIC (@3.25% of Fixed Pay)	0	0
Personal Pay	87,900	7,325
Total Fixed Pay (Per Annum)	**300,000**	**25,000**
Cost to Company (CTC) ……...(A)	**300,000**	**25,000**
Additional Benefits ……(B)		
Gratuity	0	
Insurance Premiums (towards GTLI, GMIP and GPAI)	8,051	
Total Cost to Company (TCC) (Per Annum) ------(A) + (B)	**308,051**	
Employee deductions (C)		
Employee's contribution to Provident Fund (@12% of Basic Pay)	12,600	1,050
Employee's contribution to ESIC (@0.75% of Fixed Pay)	0	0
Total (C)	**12,600**	**1,050**
Take Home PA (during Training)	274,800	22,900
Take Home PA (Post Training)	274,800	22,900

Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.

Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -

i) Insurance
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakhs** to the beneficiary on the unfortunate death of the associate

b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **Rs. 3 lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **Rs. 2 lakhs.**

c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.

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ii) Transport Allowance:
- In the event of your availing Company provided transport to commute to and from office, deduction will happen from your salary as per applicable policy

With Best Wishes,

For Tech Mahindra Ltd. **Accepted by :**



Mukul Sah **Location :**

Group Head – HR & RMG **Date :**

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Annexure – B

1) Employment Agreement

a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited. or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

c) Employee data – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

d) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

e) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this

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Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

(i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd

(ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.

(iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.

(iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.

(v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

f) <u>Exclusivity of Services, Publications, Gifts/Anti-bribery</u>

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and

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- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

g) Confidentiality / Non-Disclosure

a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

h) Non-Disparagement Obligations

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners,

other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

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2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

3. Termination of Employment

(a) Either party can terminate this employment by serving a notice of 30 days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

(b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

(c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

(d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination**.**

(e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

(f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of

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The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

(g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

(h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. <u>Statement of Facts</u>

(a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

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5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. Personal Indebtedness

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. Restraints

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

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Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) Use of Company Resources

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(vi) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

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8. Overseas Service Agreement

As The Company will be spending substantial amount of time and money for your deputation /secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. Intellectual Property Rights

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. Jurisdiction

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

The above terms and conditions including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time. However, entitlements will be extended/prorated for the duration of the contract.

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13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

Name in full :

Signature :

Address :

Date :

Place :

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Annexure- C - Medical Declaration

MEDICAL DECLARATION FORM			
Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	
First Name:		Last Name:	
Gender: Male / Female		Date of birth (DD/MM/YYYY)				Blood Group	

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			

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Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? *(Please tick whichever applicable)*

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

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Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011
techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature:

Name: _____

Date: _____

(DD/MM/YY)

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Annexure – D – Checklist of the Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**, along with 1 photo copy of each.

(a) Certificates' supporting your educational qualifications along with marks sheets

- Xth & XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents – if any

(b) Your relieving letter from your present organization

(c) Service Certificate from the last employer as well as all previous employers.

(d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.

(e) Two passport-sized color photographs with white background.

(f) Valid Passport
Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(g) PAN Card and Proof of PAN Number
You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(h) Aadhaar Card
You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer.

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Annexure E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".
A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.

2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.

3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.

4) I hereby agree that :
   - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
   - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
   - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
   - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
   - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.
   - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon termination of my employment.

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- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.
- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name:
Signature:
Date :

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Annexure - F - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) **Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) **Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED ACCEPTED

_____ _____

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Annexure – G

Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. Actions Required on Termination: Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. Covenant Against Disclosure: I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its

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suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. <u>Ownership of Work Product:</u> Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

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6. Partial Restriction on Post-Termination Competition: Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. Covenant Not To Compete. I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential

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information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. Compliance Not Contingent Upon Additional Consideration: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. Damages and Remedies: I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. Severability: Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. Entire Agreement: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. Binding Effect: This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

13. Choice of Law: This Agreement will be governed and controlled in all respects by the laws of India.

14. Choice of Forum: The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement.

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The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited. For liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. Would incur upon such breach.
Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20___

Signature

_____
Name of Candidate

For and on Behalf Of
Tech Mahindra Limited



Mukul Sah
Group Head – HR & RMG

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Annexure – H

PROOF OF ACCEPTANCE OF
Code of Ethical Business Conduct (CEBC)
And
Statement of Policies and Procedures for Preventing Insider Trading

To
Tech Mahindra Ltd.
Date of Joining: _____
Dear Sir/Madam,
I _____ Associate Id No _____

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website (www.techmahindra.com >> Investors >> Overview), I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.
I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.
Authorized Signatory (HR) Signature of the Associate
Name:

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CLARUS

Clarus RCM Infotech (I[illegible]a) Private Limited



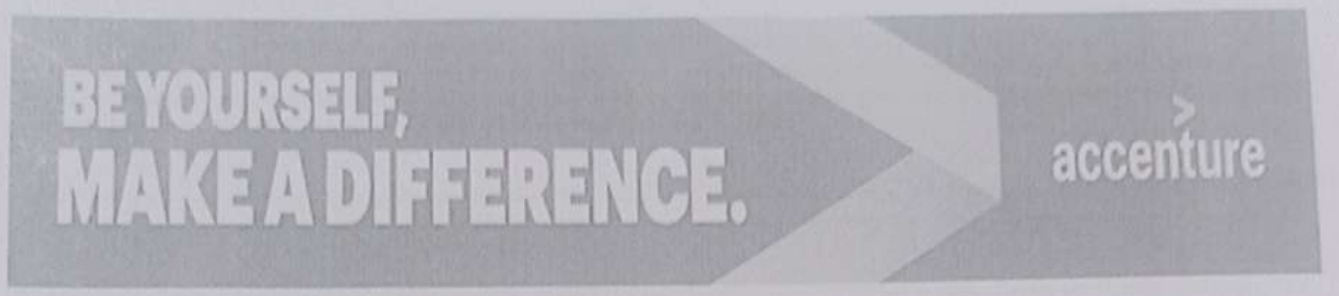
Name:.....Jyothy Maurya

.....Jyothy Meghana

Emp ID:...CRIM HYD 1692

Blood Group :.....

Clarus RCM Infotech (I) Pvt, Ltd.,
1st &2nd Floor, Mahaveer Techno Park SEEC Tower, Plot No.6,
APIIC Layout, Madhapur, Hyderabad, Telangana - 500081
Landmark : Near Mindspace "C" gate exit)



22-Aug-2023

C8278199

*For Accenture use only

Harshavalli Sri Laxmi Pacharu
1-24-10 , Venkatapuram, Alwal, Secunderbad, 500015 500015
Management Level - 13
Sublevel - 3

Job Profile - Trust & Safety New Associate
Job Family Group - Content
Business Deal - Digital Operations

Dear **Harshavalli,**

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 **Hyderabad**, 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.

Candidate's Signature P Harshavalli

Reference Id: f9ac5a39-2c58-4719-93ca-0194c65b4719_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. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

As a general requirement employees will be expected to work from office in the location tagged to their role:Tagged or base locations (unless changed) will be considered for all administrative & operational/official purposes, irrespective of any exceptions to work from remote. Exceptions, if any/granted, will be interim and temporary, and will be subject to review with HR/business, and based on your role, business, and client expectations. The Company reserves the right to ask you to come to office locations pursuant to our business needs and customer requirements. This offer is contingent to the above-mentioned agreement.

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.

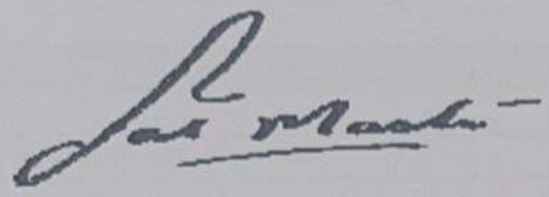
Your annual total cash compensation will be **INR 255200** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing 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.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Harshavalli, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **nikeetha.purna** at **7893861166** should you have anything you would like to discuss further.

Candidate's Signature P Harshavalli

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:
PACHARU SRI LAXMI HARSHAVALLI
[Insert full legal name]
Date: 29/08/2023

Candidate's signature P.Harshavalli

Reference Id: f9ac5a39-2c58-4719-93ca-0194c65b4719_2

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 220000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 220000	INR 255200

(C)#Additional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 3700
Notional Insurance Premium paid by Company	INR 13700

(D)##Additional Discretionary Reimbursements Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares **at 15% discount on the fair market value**	INR 3300 (discount opportunity with an optional investment of 10% of gross pay and no change in share price)

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

-Annual fixed compensation of **INR 220000/-**; 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 FY23 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 Statutory Bonus amounts if payable to you. Such Statutory Bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Statutory Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 705,000/- (If you contribute towards Employee Provident Fund)	Company

1. a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 and any under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit

Reference Id: f9ac5a39-2c58-4719-93ca-0194c65b4719_2

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. Kindly refer to those before initiating a purchase. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee 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.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

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 benefits & guidelines.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE 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:

PACHARU SRI LAXMI HARSHAVALLI

[Insert full legal name]

Date: 23/08/2023

Candidate's Signature P.Harshavalli

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.

Candidate's Signature Pthakkarvalli

Date: 06.05.2023.

To
Ankitha Putti
H.No – 1-88-10, Jojipeta, Chennraopet,
Warangal, 506332
Ph: 7032437287
E Mail: ankithaputti2001@gmail.com

Sub: Offer Letter.
Ref: Your Resume

With reference to your resume and subsequent discussions we had with you, we are pleased to offer you as **" Jr.Executive Trainee – R&D"** in our organization at Corporate Office located at Plot No.79, IDA Phase II, Cherlapally, Hyderabad.

You will be paid a Gross Salary of **Rs. 15,000/-** (Rs. Fifteen Thousand Only) per month, subject to statutory deductions.

You will be on probation for initial period of 6 months after that you will get confirmation based on your performance. Company will have the right to terminate in the probation period without any notice and reason.

You may join immediately.

Looking forward for your long term and peaceful association with us.

Wishing you all the success!!

For **Sowbhagya Biotech Pvt Ltd**

(Authorized Signatory)

SOWBHAGYA BIOTECH PVT. LTD. HYDERABAD

Ref No: 25192814
21-Jun-2023

Sushma Rachabanti

Dear **Sushma**,

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 **Hyderabad**.

Your annual total compensation will be **INR 320,004**. 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 **30-Jun-2023**.

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
AVP – HR

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

Signature: **Date**:

Compensation and Benefits

Name:	Sushma Rachabanti	**Designation:**	Process Executive - Voice

Sl. No.	Description	Monthly	Yearly
1	Basic	9350	112,200
2	HRA*	5610	67,320
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5857	70,284
	Annual Gross Compensation		**320,004**
	Annual Total Compensation		**320,004**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**339,504**

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 21-Jun-2023 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

Sushma Rachabanti, ____(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 **Sushma Rachabanti**



Shibu Balakrishnan
AVP – HR

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

Signature: **Date**:

VIVEJA

Date: 8th May 2023

Name: Priyanka Ummadi

VIVEJA IT SERVICES PVT LTD.

Regarding your application and subsequent interview, we are pleased to offer you the job for the post of **"Accounts Manager"**

You are expected to join us on 8th May 2023. You will be paid an annual **CTC (Cost to Company) of Rs.2,80,000 /- (Rupees Two Lakhs Eighty Thousand Only).**

You will be on probation for a period of 3 months from the date of commencing duties in the position and your employment with us will be confirmed upon the successful and satisfactory completion of the probationary period.

Your annual compensation package details of the same are given in the Annexure – A in this letter. Your initial place of posting will be in Hyderabad, India.

Your employment with us is currently provisional and will be governed by our terms and conditions as explained and accepted by you. As discussed, you are required to report to duty on or before 8th May 2023, at our **VIVEJA** office in Hyderabad, failing which, this provisional offer of appointment will stand cancelled and withdrawn. A formal letter of appointment setting out the terms and conditions, particulars of your remuneration, benefits etc. will be issued to you at the time of your joining duty with us. You will also be governed by the rules and regulations in vogue and those that may change from time to time.

The compensation proposed herein is strictly confidential and the **Viveja** family requires that you shall not share this information under any condition with your colleagues or superiors in the **Viveja** family, except for **Viveja's HR and CEO**. Your employment is conditional on meeting and continuing to meet this obligation throughout the period of your employment with the **Viveja** family.

During the term of your employment and for one year thereafter, you agree not to join or provide services directly or indirectly to our clients or any other client introduced by us, other than through Viveja IT Services.

Should you decide to terminate your employment with us, we would require two-month prior notice.

CamScanner

ANNEXURE-A

COST TO COMPANY

BENEFIT STRUCTURE		
Name	**KEERTHANA TAMMINA**	
Designation	**Accounts Manager**	
Components	**Amount(Rs) Monthly**	**Amount(Rs) Annual**
Basic	11,667	1,40,000
HRA	5,833	70,000
Travelling Allowance	1,600	19,200
Medical Allowance	1,250	15,000
LTA	486	5,833
Special Allowance	697	8,367
Provident Fund	1,800	21,600
MONTHLY FIXED CTC	**23,333**	
ANNUAL GROSS CTC		**2,80,000**
DEDUCTIONS - PF/PT	**1600**	**19,200**
NET TAKE HOME	**21733**	**260800**

Note: Any Tax liabilties arrising out of the remuneration will be deducted as per the Income Tax Law.

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While joining you are required to submit the following documents for our record.

1. Four self-photographs (passport size, colour photos with a white background) and your dependent's photographs - 1 each.
2. Original academic qualifications certificates along with a set of photocopies. Originals will be returned to you after verification.
3. Work Experience documents Offer Letter, Reliving Letter, Payslips & Hike letter.
4. Two photocopies of PAN Card & Aadhar - Please ensure to provide your PAN No. immediately, failing which salary would not be processed and paid.
5. Proof of identity (copy of pan card or driving license or voter's id card).
6. Address proof (copy of passport or electricity bill or phone bill).

Your appointment in this company is subject to you submitting the above documents and verification of the same. Non-submission of the documents within a week from the Date of Joining or if it is found by us that the documents are not as per our requirements agreed by you at the time this offer is being rolled out then this offer letter is rendered null.

We believe this offer represents the beginning of an exciting and satisfying career at **Viveja IT Services** and we will work together in building a world-class organization.

VIVEJA IT SERVICES PVT. LTD. HYDERABAD

With Warm Regards,

Phani Kumar Boddupalli

Head of Human Resources

VIVEJA IT SERVICES.

Accepted and Agreed

CamScanner



27-Oct-2023

C8306080

For Accenture use only

Tarun Rayudu Bethapudi
Dhinakar Nagar Colony, Old Alwal, Hyderabad,500010 500010
Management Level - 13
Sublevel - 3

Job Profile - Trust & Safety New Associate
Job Family Group - Content
Business Deal - Contact Center

Dear **Tarun,**

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 **Hyderabad**, 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.

Candidate's Signature _____

Reference Id: 68f31ae8-776c-4b21-80a0-97457a51b699_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 5 'Documentation'.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

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 255200** 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.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Tarun, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **priyanjita.adhikary** at **9654959226** 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:
Tarun Rayudu Bethapudi
[Insert full legal name]
Date: 27/10/2023

Candidate's signature 

Reference Id: 68f31ae8-776c-4b21-80a0-97457a51b699_2

CONSULTANT AGREEMENT

THIS CONSULTANT AGREEMENT (the "**Agreement**") is made on this **21st day of September, 2023,** by and between:

TalentSprint Private Limited, a company incorporated under the provisions of the Companies Act, 1956, bearing CIN No. U80902TG2008PTC062284, having its registered office at PSR Prime Towers, First Floor, Gachibowli, Hyderabad - 500 032 (hereinafter referred to as "**Company**" which term shall, unless repugnant to the context or meaning thereof, include its authorized representatives, successors and assigns)

AND

Nathan Rohan, an adult Indian citizen, residing **at 12-13-677/101, Kimtee Colony, Gokulnagar, Tarnaka Secunderabad - 500017** (hereinafter referred to as "**Consultant**" which term shall, unless repugnant to the context or meaning thereof, include its authorized representatives, successors and assigns)

The Company and the Consultant are individually referred to as a "**Party**" and collectively as the "**Parties**".

WHEREAS:

A. The Company is engaged in the business of providing high-end and deep tech learning programs to students and professionals. The Company, in consultation with various academic institutions and global corporations including the National Stock Exchange of India (the "**NSE**"), creates and delivers programs and certifications;

B. The Consultant is skilled and experienced in performing **One on One mentoring for the Student Success, Mock Interviews.**

C. The Company intends to engage the **Consultant work only with TalentSprint for One on One mentoring for the Student Success, conducting Mock Interviews,** in accordance with the specifications and requirements of the Company and the Consultant has agreed to render such services to the Company; and

D. The Parties intend to set forth the terms and conditions governing their relationship and to record their respective rights and obligations and other matters incidental thereto, and therefore entering into this Agreement.

IN CONSIDERATION OF THE PROMISES AND COVENANTS SET FORTH IN THIS AGREEMENT, AND FOR OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH IS HEREBY ACKNOWLEDGED, THE PARTIES AGREE AS FOLLOWS

1. DEFINITIONS

1.1. **Definitions.** In this Agreement, the following terms shall have the meaning assigned to them hereunder. All other capitalized terms used but not defined in this Clause, shall have the meaning ascribed to such terms under the relevant provisions of this Agreement.

1.1.1 "**Agreement**" means this consultant agreement and all schedules, annexures attached to it or incorporated in it by reference and shall include any amendments or addendums to this Agreement in writing, executed by the Parties from time to time;

1.1.2 "**Compensation**" shall have the meaning assigned to it under Clause 3**;**

1.1.3 "**Confidential Information**" means any and all information relating to and/or proprietary to any Party hereof, that may be received or disclosed during any conversation, meetings, discussions and/or negotiations between the Parties in relation to the arrangement contemplated under this Agreement, whether or not specifically marked as confidential, and whether such information is disclosed orally, in writing, graphically or in electronic form and shall include all information pertaining to the business of either Party, its clients and business partners, including, but not limited to invention, ideas, trade secrets, know-how, research and development, training, software, programs, hardware configuration information, price lists, data, manuals, handbooks, sponsors, investors, business strategies and plans, marketing, sales records, drawings, specifications, designs, materials, customer information, suppliers, contract terms, and financial information; and all information which under the circumstances of disclosure may be reasonably construed as being of confidential nature;

1.1.4 "**Force Majeure Event**" means any reasonably unforeseeable act, cause, contingency or circumstance beyond the reasonable control of any Party, including, without limitation, any governmental action, nationalization, expropriation, confiscation, seizure, allocation, embargo, prohibition of import or export of goods or products, regulation, order or restriction (whether foreign, federal or state), war (whether or not declared), civil commotion, disobedience or unrest, insurrection, public strike, riot, lockdown or revolution, fire, flood, drought, other natural calamity or natural disaster, epidemic or pandemic formally notified as such by the government, damage or destruction to plant and/or equipment, or any other accident, condition, cause, contingency or circumstance (including without limitation, acts of God);

1.1.5 "**Indemnified Party**" shall have the meaning assigned to it under Clause 9;

1.1.6 "**Intellectual Property**" means and includes any and all copyright, images, pictures, music, titles, slogans, and all other artistic, literary, dramatic, vocal and musical materials, trademarks, tradenames, domain names, brand names, slogans, service marks, brands, designs, all confidential and proprietary information, knowledge, technology, computer programs, software, source codes, any licenses, sub-licenses and permissions, goodwill, know-how, concepts, ideas, and all other intellectual property and other ancillary assets recognized as such under any jurisdiction, and in industry usage or otherwise;

1.1.7 "**Intellectual Property Rights**" means all rights in any Intellectual Property, in each case whether registered or unregistered and including all applications for registration, and rights to apply and make such applications, and any extensions or renewals thereof, including all rights provided by international treaties and conventions, rights of distribution, reproduction and all other exploitation rights, and any goodwill in relation to or in connection with the same, or such other similar or equivalent rights or forms of protection which subsist or will subsist in the future in any part of the world;

1.1.8 "**Services**" means any services which the Consultant is required to perform under the terms of this Agreement as set out in Annexure A. It is hereby clarified that the services mentioned in Annexure A are merely indicative and the Consultant shall render such other services as may be required by the Company;

1.1.9 "**Term**" shall have the meaning assigned to it under Clause 10.1;

1.1.10 "**Work Product**" means any work developed (or under development) as a result of the Services including but not limited to all plans, ideas, inventions, improvements, derivative works, designs, models, proposals, technical data/know-how, trade secrets, research products, processes, strategies, drawings, photographs, specifications, reports, utility works, literary works, formulae, methods, systems, computer software, databases, mask works and trade secrets that the Consultant conceives or reduces to practice or creates, either alone or jointly with others, in whatever shape or form of completion, during the Term, whether or not patentable, copyrightable or protectable as trade secrets or as other Intellectual Property Rights.

1.2. **Interpretation:** In this Agreement:

1.2.1 Words denoting singular number only shall include plural number and vice-versa;

1.2.2 All references in these presents to Annexures, Clauses, or Sub-Clauses, shall be construed as references respectively to the annexures, clauses, and sub-clauses of this Agreement;

1.2.3 Reference to any phrase introduced by the terms "including", "include", "in particular" or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms;

1.2.4 The term "person" includes any individual, sole proprietorship, partnership, unincorporated association, unincorporated syndicate, unincorporated organization, trust, body corporate and a natural person in his capacity as trustee, executor, administrator, or other legal representative;

1.2.5 Headings and titles have been used in this Agreement for convenience and shall not be deemed a part hereof or be taken into consideration in the interpretation or construction of this Agreement;

1.2.6 The words "herein", "hereunder", and "hereto" and words of similar import refer to this Agreement as a whole and not to any provision or term in this Agreement;

1.2.7 Any references to "consent" or "approval" of any Party shall mean such consent obtained in writing or by e-mail from the Party, prior to taking or initiating the action which requires the Party's consent or approval; and

1.2.8 Unless otherwise specified, time periods within or following which any payment is to be made or act is to be done shall be calculated by excluding the day on which the period commences and including the day on which the period ends and by extending the period to the next day following if the last day of such period is not a working day.

2. ENGAGEMENT

2.1 The Company engages the Consultant on an exclusive basis for the Term to provide the Services and the Consultant accepts the said engagement and agrees to provide the Services in accordance with the requirements of the Company and the instructions provided by the Company from time to time.

2.2 The Consultant agrees that time is of essence to this Agreement and shall adhere to the timelines stipulated by the Company.

3. COMPENSATION

In consideration of the Services and the rights granted herein, the Company shall pay the Consultant in the manner specified under Annexure A ("**Compensation**").

4. ASSIGNMENT OF WORK PRODUCT

4.1. The Consultant hereby acknowledges that the Services rendered hereinunder are on a '*work for hire*' basis and that the Company shall be the first owner of all Work Product, and any and all rights, including but not limited to Intellectual Property Rights in the Work Product shall vest solely, absolutely and exclusively with the Company, from the moment any such Work Product comes into existence, for the full term and entire period of their subsistence and throughout the world. The Company's ownership of the Work Product will include all changes and additions to any Work Product and all derivative works of the Work Product made by either Party.

4.2. The Consultant agrees that all Work Product that (a) is conceived and/or developed using equipment, supplies, resources, facilities, information or trade secrets of the Company or during the normal working hours of the Company, (b) is developed or conceived using the Intellectual Property or Confidential Information of the Company, or (c) results from the Services performed by the Consultant, will be the sole and exclusive property of the Company.

4.3. To the extent any rights in the Work Product do not vest with the Company by operation of law or for any other reason, the Consultant hereby exclusively, irrevocably and absolutely assigns to the Company all rights including Intellectual Property Rights, and to the extent such assignment is not considered valid by operation of law, the Consultant hereby also grants to the Company, an irrevocable, exclusive, royalty-free, fully paid and freely transferable license, for the entire world and in perpetuity, and without any limitation, reservation or condition in and with respect to the Work Product. The assignments and licenses granted herein to the Company shall not lapse or be

deemed to be revoked or cancelled for any non-use or non-exercise of such assignments and / or licenses.

4.4. The Consultant hereby undertakes to keep and maintain adequate and current records (in the form of notes and in any other form that may be required by the Company) of all Work Product developed by the Consultant which records shall be available to, and shall remain the sole property of the Company at all times. The Consultant agrees to promptly disclose, in confidence to the Company any Work Product created by the Consultant.

5. PRE-EXISTING INTELLECTUAL PROPERTY

5.1. The Consultant shall (i) not use any of his/her pre-existing Intellectual Property or confidential information in performing the Services or in the Work Product without the Company' prior written consent, and (ii) identify all such pre-existing Intellectual Property or confidential information that is approved by the Company for use in performing the Services and incorporation in the Work Product. The Consultant hereby assigns to the Company on a perpetual, irrevocable, world-wide, royalty-free basis all rights in and to such pre-existing Intellectual Property, including to use such Intellectual Property in any manner including, as part of the Work Product, and to disclose, make, have made, sell, import, copy, distribute, modify such pre-existing Intellectual Property, perform or display such pre-existing Intellectual Property and to license such pre-existing Intellectual Property to third parties with the same rights. The Company shall own all rights, title and interest in and to any and all modifications, customizations, improvements or derivative works of such pre-existing Intellectual Property. The Consultant hereby represents and covenants that, if the Consultant incorporates his/her pre-existing Intellectual Property in any Work Product, the same shall not result in a breach or violation of any confidentiality agreement by which the Consultant is bound and such incorporation shall not infringe the rights of any third party.

6. THIRD PARTY INTELLECTUAL PROPERTY

If any third-party Intellectual Property is incorporated within the Work Product, the Consultant will identify and disclose, to the Company, all such third-party Intellectual Property prior to its incorporation into any Work Product and such incorporation of the third-party Intellectual Property in the Work Product shall be subject to the Company prior written approval. The Consultant will be responsible for supplying such third-party Intellectual Property and the appropriate licenses thereto. The Consultant will also provide to the Company, copies of all applicable licenses and other agreements pertaining to the third-party Intellectual Property prior to incorporation in the Work Product.

7. CONFIDENTIAL INFORMATION

7.1. The Consultant shall protect and keep confidential all Confidential Information. The Consultant will use Confidential Information only for purposes of providing the Services. The Consultant will disclose Confidential Information only to those who have a need to know it and who are bound by confidentiality obligation at least as strict as mentioned hereinunder. The Consultant will take special care in public places (e.g., restaurants, airplanes, elevators) to ensure that even casual conversation or inadvertent displays of written material do not lead to the disclosure of

any Confidential Information. The Consultant will not remove materials containing any Confidential Information from the Company's premises without appropriate permission.

7.2. Upon expiry or earlier termination of this Agreement, or upon written request of the Company at any time during the Term of the Agreement, the Consultant, at the option of the Company shall either: (i) promptly return all the Confidential Information requested to be returned, including all copies thereof, or (ii) destroy the Confidential Information, including all copies thereof in the manner specified by the Company and promptly provide a written confirmation of such destruction.

8. REPRESENTATIONS, WARRANTIES AND COVENANTS

The Consultant represents, warrants and covenants to the Company that:

8.1. The Consultant is not under any restriction, or prohibition, whether legal, contractual, or otherwise, which prevents it from performing or adhering to any of its obligations under this Agreement, and has not entered into and shall not enter into any agreement that may violate any of the terms of this Agreement;

8.2. The Consultant's performance of all the terms of this Agreement will not breach any agreement to keep in confidence proprietary information acquired by the Consultant in confidence or in trust prior to the commencement of this Agreement;

8.3. All Work Product shall be original and shall not infringe upon any third-party rights, including Intellectual Property Rights;

8.4. The Consultant shall not use the Work Product created by the Consultant during the Term, for any purpose other than rendering Services, hereinunder;

8.5. The Consultant shall provide the full benefit of his knowledge, expertise, skill and ingenuity in connection with the provision of the Services and shall devote sufficient time, attention and abilities at such times as may be necessary for the proper performance of the Services;

8.6. The Consultant shall comply with the Company's policies, procedures, rules and regulations provided to the Consultant by the Company and as may be updated from time to time; and

8.7. The Consultant shall perform the Services with due diligence and in a safe and competent manner and in compliance with all applicable laws and shall procure such licences or permission as may be required for performing the Services.

9. INDEMNITY

The Consultant shall indemnify and hold harmless the Company and its affiliates, employees, agents, advisors, representatives and assigns ("**Indemnified Party**"), from and against all losses, claims (including third party claims), actions, proceedings, suits, penalties, expenses, damages, fees (including reasonable attorneys' fees), incurred by Indemnified Parties arising as a result of,

from or pursuant to (a) breach of any representations, warranties, obligations, covenants and undertakings of the Consultant hereunder; or (b) any negligence or willful omissions of the Consultant.

10. TERM AND TERMINATION

10.1. The Agreement shall come into force of **22nd September, 2023** and shall remain in force for a period of **Six Months**, unless terminated earlier in accordance with the provisions hereinunder ("**Term**").

10.2. Either Party may terminate this Agreement, at any time during the Term, by giving a 15 (fifteen) days' prior written notice.

10.3. Notwithstanding the foregoing, the Company shall have the discretion to terminate this Agreement forthwith without notice, if the Consultant is: (a) in breach of any of its covenants, obligations, representations or warranties hereunder, and fails to cure such breach within 7 (seven) days from being notified by the Company of the occurrence of such breach (b) is involved in any criminal activity as solely determined by the Company; and (c) in breach of any applicable laws.

10.4. In the event of termination of this Agreement in accordance with the provisions of clause 10.2, the Company shall pay pro-rata Compensation for the Services rendered by the Consultant until the date of termination.

10.5. In the event of termination of this Agreement in accordance with the provisions of Clause 10.3, the Company shall not be liable to pay any further sum of money to the Consultant and all amount paid until the date of termination shall be considered full and final payment.

10.6. Termination of this Agreement shall not release the Consultant from the obligations and liabilities, which have accrued prior to the date of termination and those surviving termination. Upon expiration or prior termination of this Agreement, the Consultant shall deliver to the Company all Work Product, developed until the date of termination, irrespective of their stage of completion.

11. NON-COMPETE

11.1. You acknowledge that during the course of the Term, You will have knowledge of Intellectual Property and the Confidential Information of the Company and that You hold experience, and skill sets which, if deployed after ceasing to be a consultant of the Company, could result in You competing against the Company. Accordingly, You undertake that, You shall not, for the duration of the Term, and for a period of 6 (six) months thereafter, either directly, or indirectly through an agent, company, partnership or as a shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise, be

engaged or concerned in any business that directly or indirectly competes and/or is similar with the business of the Company.

12. NON-SOLICIT

12.1. The Consultant shall not hire or retain, in any capacity, or solicit or obtain the services from any employee engaged by the Company, directly or indirectly, at any time during the term of this Agreement and for a further period of 1 (one) year thereafter.

12.2. The Consultant shall not, without prior written consent of the Company, at any time during the subsistence of this Agreement and for period of **1 (one) year** thereafter:

a) attempt, in any manner, to solicit or attempt to solicit, directly or indirectly, in any manner, any contact persons introduced by the Company, including but not limited to, further contacts introduced by such contact persons, or solicit the business or patronage of any client, contacts, vendors, etc of the Company; or

b) divert, entice, or otherwise take away from the business or patronage of the Company, any customer or attempt to do so, or solicit or induce any such customer to terminate or reduce its relationship with the Company.

13. LIMITATION OF LIABILITY

13.1. To the fullest extent permitted by law, in no event shall the Company, its officers, directors, employees, or agents, be liable to the Consultant for any direct, indirect, incidental, special, punitive, losses or expenses or consequential damages whatsoever arising out of this Agreement, whether foreseeable or not, occasioned by any reason whatsoever.

14. GOVERNING LAW AND JURISDICTION

This Agreement shall be governed in all respects by the laws of the Republic of India and all disputes arising therefrom shall be submitted to the exclusive jurisdiction of the courts at Hyderabad.

15. MISCELLANEOUS

15.1. **Force Majeure.** If the compliance of its obligations under this Agreement by either Party is delayed, prevented, restricted or interfered with by reason of a Force Majeure Event, then the party so affected, upon giving prompt written notice to the other party, shall not be liable for breach or non-performance of its obligations under this Agreement. In the event of a Force Majeure Event affecting performance on the obligations of a Party under this Agreement continues for a period of more than 30 (thirty) days, the Parties shall mutually discuss and agree on the future course of action, including termination of the Agreement

15.2. **Relationship between Parties**. Notwithstanding anything to the contrary contained in this Agreement, the relationship between the Parties shall be on a principal to principal basis and nothing in this Agreement will be construed as creating an agency, partnership, joint venture, or association of persons between the Parties.

15.3. **Severability.** If any provision of this Agreement should be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired thereby, and such provision will be deemed restated to reflect the original intention of the Parties as nearly as possible in accordance with applicable law.

15.4. **Notices.** All notices, demands, requests or any other document to be sent by a Party in connection with this Agreement shall be in writing and shall be delivered (i) by hand delivery; or (ii) by a recognized courier or registered post-acknowledgement due; AND (iii) by email, to the other Party at the addresses mentioned below or to such address notified by a Party from time to time.

Company:	**TalentSprint Private Limited**
Address:	PSR Prime Towers, First Floor, Gachibowli, Hyderabad - 500 032.
Email:	vijay.v@talentsprint.com
Attention:	Vijaya Kumar V – Senior Manager - HR
Consultant:	**Nathan Rohan**
Address:	**12-13-677/101, Kimtee Colony, Gokulnagar, Tarnaka Secunderabad - 500017**
Email:	**nathanrohanch2904@gmail.com**

All notices, demands, requests or any other document shall be deemed to be delivered, on the date and time of delivery, when delivered by hand; on the third day, when delivered by courier or registered post, and at the time of delivery recorded in the sender's system when delivered by email. The Parties may, from time to time, change their respective addresses or representatives for receipt of notices provided for in this Agreement by giving to the other Party not less than 7 (seven) days prior written notice.

15.5. **Assignment**. Consultant shall not assign this Agreement or any right or interest herein to any third party, without the Company's prior written consent. The Company shall have the right to assign the Agreement, in whole or any part hereof, to any third party.

15.6. **Waiver**. No term or provision hereof will be deemed waived, and no variation of terms or provisions hereof shall be deemed consented to, unless such waiver or consent be in writing and signed by the Party against whom such waiver or consent is sought to be enforced. Further, waiver by any Party of any default or breach of any term or condition of this Agreement at any one instance shall not be deemed or construed to be a continuing waiver of the default or breach of such term or condition for the future or any subsequent breach thereof.

15.7. **Entire Agreement**. This Agreement and all Annexures contained herein constitute the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior discussions, communications, negotiations and agreements, written or oral, with respect to the subject matter hereof.

15.8. **Amendment**. This Agreement shall not be amended, altered or modified except by an instrument in writing expressly referring to this Agreement and signed by the Parties.

15.9. **Counterparts**. This Agreement may be executed in any number of counterparts, and each such counterpart shall be deemed to be an original instrument, but all such counterparts together shall constitute one agreement.

15.10. **Cumulative Remedy**. All rights, remedies and benefits expressly provided for in this Agreement are cumulative and are not exclusive of any rights, remedies or benefits provided for by applicable law or in this Agreement, and the exercise of any remedy by a Party hereto shall not be deemed an election to the exclusion of any other remedy.

15.11. **Survival**. All provisions of this Agreement which by their very nature are intended to survive the expiry or early termination of this Agreement, including but not limited to Clause 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 and 15 shall survive the expiry or early termination of this Agreement in terms hereof.

In witness whereof, Parties hereto have executed Agreement on the Effective Date first hereinabove written.

SIGNED AND DELIVERED

By the within-named "Company" **TalentSprint Private Limited** **Through its authorised signatory**	**By the within-named "Consultant"**
_____	_____
Name: Vijaya Kumar V	**Name: Nathan Rohan**

ANNEXURE A
SERVICES & DETAILS OF COMPENSATION

A. SERVICES

The **Consultant** will work only with TalentSprint in the Delivery team . The point of contact for the Consultant during the contract period will be **Vathsala Narasimman.** The consultant will be responsible for the following.

- One on one mentoring for the student success
- Conducting mock interviews for the participants
- Correcting the assignments for WE program participants

B. DETAILS OF COMPENSATION

A fixed amount of **Rs. 25,000/- (Twenty Five Thousand Rupees Only)** Per Month will be paid as compensation during this contract term.

The Consultant would be required to raise an invoice at the end of each month to receive the payment. All fees above is excluding GST and fee is subject to TDS deduction provisions as applicable.

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FREELANCER AGREEMENT

THIS FREELANCER AGREEMENT (the "**Agreement**") is made on this **15th day of October, 2023,** by and between:

TalentSprint Private Limited, a company incorporated under the provisions of the Companies Act, 1956, bearing CIN No. U80902TG2008PTC062284, having its registered office at PSR Prime Towers, First Floor, Gachibowli, Hyderabad - 500 032 (hereinafter referred to as "**Company**" which term shall, unless repugnant to the context or meaning thereof, include its authorized representatives, successors and assigns)

AND

K N Rohit Kumar, an adult citizen, residing at **12-10-230/5, Seethaphalmandi, Secunderabad, 500061, Hyderabad.** (hereinafter referred to as "Freelancer" which term shall, unless repugnant to the context or meaning thereof, include its authorized representatives, successors and assigns)

The Company and the Freelancer are individually referred to as a "**Party**" and collectively as the "**Parties**".

WHEREAS:

A. The Company is engaged in the business of providing high-end and deep tech learning programs to students and professionals. The Company, in consultation with various academic institutions and global corporations including the National Stock Exchange of India (the "**NSE**"), creates and delivers programs and certifications;

B. The Freelancer is skilled and experienced in **Communication and Soft Skills Training.**

C. The Company intends to engage the Freelancer for providing services in relation to **Communication and Soft Skills trainer**, in accordance with the specifications and requirements of the Company and the Freelancer has agreed to render such services to the Company; and

D. The Parties intend to set forth the terms and conditions governing their relationship and to record their respective rights and obligations and other matters incidental thereto, and therefore entering into this Agreement.

IN CONSIDERATION OF THE PROMISES AND COVENANTS SET FORTH IN THIS AGREEMENT, AND FOR OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH IS HEREBY ACKNOWLEDGED, THE PARTIES AGREE AS FOLLOWS

1. ENGAGEMENT

1.1. The Company engages the Freelancer for the Term, to provide such services as described in Annexure A ("**Services**") and the Freelancer accepts the said engagement and agrees to provide

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the Services in accordance with the requirements of the Company and the instructions provided by the Company.

1.2. The Freelancer shall provide the Services, at such time and for such duration during the Term, as may be required by the Company and communicated to the Freelancer, from time to time.

2. COMPENSATION

In consideration of the Services and the rights granted herein by the Freelancer, the Company shall pay the Freelancer in the manner specified under Annexure A ("**Compensation**").

3. RIGHTS IN THE WORK PRODUCT

3.1. The Freelancer hereby acknowledges that the Services rendered herein under are on a '*work for hire*' basis and that the Company shall be the first owner of all products of the Services rendered by the Freelancer ("**Work Product**").Any and all rights, including but not limited to intellectual property rights in the Work Product shall vest solely, absolutely and exclusively with the Company, from the moment such Work Product comes into existence, for the full term and entire period of their subsistence and throughout the world. The Company's ownership of the Work Product will include all derivative works of the Work Product made by either Party.

3.2. The assignment granted herein to the Company shall not lapse or be deemed to be revoked or cancelled for any non-use or non-exercise of such assignment.

3.3. If any pre-existing and/or third-party intellectual property is incorporated within the Work Product, the Freelancer will identify and disclose, to the Company, all such third-party and/or per-existing intellectual property prior to its incorporation into any Work Product and such incorporation shall be subject to the Company's approval. The Freelancer will be responsible for supplying such pre-existing and/or third-party intellectual property and the appropriate licenses required by the Company to benefit from the Work Product as provided hereunder.

4. CONFIDENTIAL INFORMATION

The Freelancer shall protect and keep confidential all confidential information that may be received or disclosed by the Company in relation to the arrangement contemplated under this Agreement, whether or not specifically marked as confidential, and whether such information is disclosed orally, in writing, graphically or in electronic form and shall include all information which under the circumstances of disclosure may be reasonably construed as being of confidential nature ("**Confidential Information**"). The Freelancer will use Confidential Information only for purposes of providing the Services and shall not disclose the Confidential Information to any third party, except with the prior written consent of the Company. The Freelancer will not remove materials containing any Confidential Information from the Company's premises without appropriate permission. After expiration or earlier termination of this Agreement, the Freelancer will return all Confidential Information to the Company.

5. REPRESENTATIONS, WARRANTIES AND COVENANTS

The Freelancer represents, warrants and covenants to the Company that:

5.1. The Freelancer is not under any restriction, or prohibition, whether legal, contractual, or otherwise, which prevents it from performing or adhering to any of its obligations under this

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Agreement, and has not entered into and shall not enter into any agreement that may violate any of the terms of this Agreement;

5.2. The Freelancer's performance of all the terms of this Agreement will not breach any agreement to keep in confidence proprietary information acquired by the Freelancer in confidence or in trust prior to the commencement of this Agreement;

5.3. All Work Product shall be original and shall not infringe upon any third-party rights, including intellectual property rights;

5.4. The Freelancer shall not use the Work Product created by the Freelancer during the Term, for any purpose other than rendering Services, herein under;

5.5. The Freelancer shall provide full benefit of his/her knowledge, expertise, skill and ingenuity in connection with the provision of the Services and shall devote sufficient time, attention and abilities at such times as may be necessary for the proper performance of the Services;

5.6. The Freelancer shall comply with the Company's policies, procedures, rules and regulations provided to the Freelancer by the Company and as may be updated from time to time; and

5.7. The Freelancer shall perform the Services in compliance with all applicable laws and shall procure such licences or permission as may be required for performing the Services.

6. INDEMNITY

The Freelancer shall indemnify and hold harmless the Company and its affiliates, employees, agents, advisors, representatives and assigns ("**Indemnified Party**"), from and against all losses, claims (including third party claims), actions, proceedings, suits, penalties, expenses, damages, fees (including reasonable attorneys' fees), incurred by Indemnified Parties arising as a result of, from or pursuant to (a) breach of any representations, warranties, obligations, covenants and undertakings of the Freelancer hereunder; or (b) any negligence or willful omissions of the Freelancer.

7. TERM AND TERMINATION

7.1. The Agreement shall come into force on **16th October 2023** and shall remain in force upto **31st March 2024**, unless terminated earlier in accordance with the provisions herein under ("**Term**").

7.2. Either Party may terminate this Agreement, at any time during the Term, by giving a 15 (fifteen) days' prior written notice.

7.3. Notwithstanding the foregoing, the Company shall have the right to terminate this Agreement forthwith without notice, if the Freelancer is: (a) in breach of any of its covenants, obligations, representations or warranties hereunder, and fails to cure such breach within 7 (seven) days from being notified by the Company of the occurrence of such breach, or (b) is involved in any criminal activity as solely determined by the Company; or (c) in breach of any applicable laws.

7.4. In the event of termination of this Agreement, the Company shall pay pro-rata Compensation for the Services rendered by the Freelancer until the date of termination. Upon expiration or prior termination of this Agreement, the Freelancer shall deliver to the Company all Work product, developed until the date of termination, irrespective of their stage of completion.

8. NON-SOLICIT

8.1. The Freelancer shall not hire or retain, in any capacity, or solicit or obtain the services from any employee engaged by the Company, directly or indirectly, at any time during the term of this Agreement and for a further period of 1 (one) year thereafter.

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8.2. The Freelancer shall not, without prior written consent of the Company, at any time during the subsistence of this Agreement and for period of 1 (one) year thereafter:

a) attempt, in any manner, to solicit or attempt to solicit, directly or indirectly, in any manner, any contact persons introduced by the Company, including but not limited to, further contacts introduced by such contact persons, or solicit the business or patronage of any client, contacts, vendors, etc of the Company; or

b) Divert, entice, or otherwise take away from the business or patronage of the Company, any customer or attempt to do so, or solicit or induce any such customer to terminate or reduce its relationship with the Company.

9. LIMITATION OF LIABILITY

9.1. To the fullest extent permitted by law, in no event shall the Company, its officers, directors, employees, or agents, be liable to the Freelancer for any direct, indirect, incidental, special, punitive, losses or expenses or consequential damages whatsoever arising out of this Agreement, whether foreseeable or not, occasioned by any reason whatsoever.

10. MISCELLANEOUS

10.1. **Governing Law and Jurisdiction.** This Agreement shall be governed in all respects by the laws of the India and all disputes arising there from shall be submitted to the exclusive jurisdiction of the courts at Hyderabad.

10.2. **Force Majeure.** If the compliance of its obligations under this Agreement by either Party is delayed, prevented, restricted or interfered with by reason of a Force Majeure Event, then the party so affected, upon giving prompt written notice to the other party, shall not be liable for breach or non-performance of its obligations under this Agreement.

10.3. **Relationship between Parties**. Notwithstanding anything to the contrary contained in this Agreement, the relationship between the Parties shall be on a principal to principal basis and nothing in this Agreement will be construed as creating an agency, partnership, joint venture, or association of persons between the Parties.

10.4. **Severability.** If any provision of this Agreement should be held to be invalid, illegal or unenforceable, the remaining portions hereof shall remain in full force and effect.

10.5. **Notices.** All notices pursuant to this Agreement shall be in writing and shall be deemed duly given when delivered at such address as notified by a Party from time to time, and shall be deemed to have been received: (i) upon delivery in person; (ii) in 3(three) days by registered post; (iii) upon transmittal by confirmed e-mail or facsimile.

10.6. **Assignment**. Freelancer shall not assign this Agreement or any right, obligations or interest herein to any third party, without the Company's prior written consent. The Company shall have the right to assign the Agreement, in whole or any part hereof, to any third party.

10.7. **Waiver**. No waiver or modification of this statement will be binding upon either party unless made in writing and signed by a duly authorized representative of such party and no failure or delay in enforcing any right will be deemed a waiver.

10.8. **Entire Agreement**. This Agreement and all Annexures contained herein constitute the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior discussions, communications, negotiations and agreements, written or oral, with respect to the subject matter hereof.

10.9. **Amendment**. This Agreement shall not be amended, altered or modified except by an instrument in writing expressly referring to this Agreement and signed by the Parties.

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10.10. **Counterparts**. This Agreement may be executed in any number of counterparts, and each such counterpart shall be deemed to be an original instrument, but all such counterparts together shall constitute one agreement.

10.11. **Survival**. All provisions of this Agreement which by their very nature are intended to survive the expiry or early termination of this Agreement shall survive the expiry or early termination of this Agreement in terms hereof.

In witness whereof, Parties hereto have executed Agreement on the Effective Date first hereinabove written.

SIGNED AND DELIVERED

By the within-named "Company"
TalentSprint Private Limited
Through its authorized signatory

DocuSigned by:
3A11C42573464CF...

Name: Vijay Kumar V

By the within-named "Freelancer"

DocuSigned by:
Rohit Kumar
03E5642083594B8...

Name: K N Rohit Kumar

DocuSign Envelope ID: 68A1104D-AE30-4CB7-A3A6-533B037D9EFD

ANNEXURE A
SERVICES & DETAILS OF COMPENSATION

A. SERVICES

The **Freelancer** will work only with TalentSprint to mentor and guide the participants **on Communication and Soft Skills Training .** The point of contact for the freelancer during this contract will be **Vathsala Narasimman.**

B. DETAILS OF COMPENSATION

A fixed amount of of **Rs. 3,000/- (Three Thousand Rupees Only)** per day will be paid as compensation during the contract term.

The freelancer would be required to raise an invoice at the end of each month to receive the payment. All fees above is excluding GST and fee is subject to TDS deduction provisions as applicable.

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Date: 20.11.2023.

To

Mr. Jithender Narla
S/o Thirupati ,
6-14, Velichala, Karimnagar, Telangana, India, 505451
9392708578

Sub: Offer Letter.
Ref: Your Resume

Dear Mr. Jithender Narla

Greetings from Sowbhagya Biotech!!

With reference to your resume and subsequent discussions we had with you, we are pleased to offer you as ""**Jr. Executive – R&D**"" in our organization at Corporate Office located at Plot No.79, IDA Phase II, Cherlapally, Hyderabad.

You will be paid a Gross salary of Rs. 15,000/- (Rs. Fifteen Thousand Only) per month inclusive of all subject to statutory deductions.

You will be on probation for initial period of 3 months after that you will get confirmation based on your performance.

Kindly let us know your acceptance and joining date in return mail.

Looking forward for your long term and peaceful association with us.

Wishing you all the success!!

For **Sowbhagya Biotech Pvt Ltd**

SOWBHAGYA BIOTECH PVT. LTD. Hyderabad

(Authorized Signatory)



To,

Name : Serveen Hembram

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

Dear Serveen Hembram,

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

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

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
    - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.

- After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment
- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

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

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

Annexure A

- Career Level - 12
- Proposed role - **System and Application Services Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,00,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 25,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 3,25,500**
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 5,000 /-**
  Notional Insurance Premium paid by Company – **INR 11,300 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 3,41,800/-**

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

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

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

GlobalLogic®

A Hitachi Group Company

GL08-FM-PD-060

Date: 05-Oct-2023

Devaguptapu Chaya Sri

Address: 7-19/7,Ganapati nilayam,bhagya lakshmi colony.,jeedimetla

Dear Devaguptapu,

Subject: Offer of Employment with GlobalLogic Technologies Private Limited ("GlobalLogic")

Congratulations on your selection at GlobalLogic!

We are delighted to offer you the full-time position of **Associate Analyst, Content Engineering** (CE02) at GlobalLogic Technologies Private Limited ("GlobalLogic") (hereinafter "GlobalLogic" or "Company"). You will be based out of **Hyderabad - Engineering** and work from **Hyderabad - Engineering**, however, based on the position's requirements; you may be required to work anywhere in India or abroad. Your joining date would be on or before **09-Oct-2023**. Your detailed salary structure is attached as per **Annexure 1**.

You are requested to furnish true and correct information pertaining to your qualification, experience & other details on the day of joining as per details mentioned in Annexure 2.

A detailed Appointment letter will be issued to you upon joining the company which will state the terms & conditions of your employment with us. Some of the important terms of your employment are as follows:

1. You will abide by all the rules, regulation and policies of the company. The Company reserves the right to amend such policies, as needed from time to time.
2. You shall be required to work for 9.5 hours in any shift (including night shift and lunch break) as may be required by the Client from time to time. While working for Client on projects, working hours and notified holidays of the client may apply. GlobalLogic may expect its employees to devote extra time as and when required, towards work other than the normal working hours. Such requirements may arise on account of specific projects, deadlines, products, assignments, events, or the like. The extra time devoted by an employee shall be referred to as "Overtime".
3. At the time of tendering resignation, you shall be required to give 30 Days notice in writing. If the resignation has been tendered on the weekend OR on any holiday, the effective date of resignation will be deemed to be the next working day only. Your services in the company shall be terminable by giving 30 Days notice or Basic salary in lieu thereof as per discretion of the management. Your last working day will be subject to the fulfillment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company.
   This offer letter is subject to further conditions that:
   a. Your employment is subject to your approval and signing of our Non Disclosure Agreement (NDA) at the time of joining.
   b. Your appointment is contingent upon successful completion of a background check as per GlobalLogic and Client Background check verification process.
   c. We reserve the right to end our employment agreement with you should the results of your background investigation not be successful.
   d. By accepting this offer, you are expressing your consent to share the BGV report with third parties including but not limited to Clients of GlobalLogic with whom you can be deputed to work from time to time.
   e. This offer is subject to you joining GlobalLogic on or before the given joining date.
4. Your confidentiality obligations are as detailed below:
   a. You must not use or disclose to any person any confidential or other potential business transactions, information relating to Company and its Clients business (including, without limitation, computer programs, manuals, source code, object code, technical drawings and algorithms, supplier or potential supplier names, customer or potential customer names and expertise of entities, business contacts, employees and consultants, know-how, formulae, methods of doing business, processes, ideas, inventions, (whether patentable or not), schematics and other technical, business, financial, customer and product development plans, forecasts, strategies, and information, any information relating to the Company or its Clients including the details of the Clients, vendors, and their terms of business, financial information (save to the extent that these are included in published audited accounts) which comes in your possession and which the Company regards, or could reasonably be expected to regard, as confidential, whether or not such information is reduced to a tangible form or marked in writing as "confidential", and any and all information which has been or maybe derived or obtained from any such information) and/ or any other potentially sensitive business information relating to our business or our clients which may come to your knowledge during the course of your employment. The aforementioned information shall collectively be referred to as "Confidential Information"
   b. This obligation applies both during and after your employment with us. We consider confidentiality as an extremely important issue and will take appropriate disciplinary action in the case of unauthorized disclosure of confidential information.

Mailing U-3, 6th Floor Block-1, DLF Info City Hyderabad Ltd., IT/ITES SEZ, Gachibowli Village, Serilingampally Mandal, Rangareddy Dist, TS, India-500019

Registered Plot No. 300 A, Phase-I, Road No. 31, Jubilee Hills, Hyderabad, Telangana 500033 Phone | 91.40.3041.9999

Phone | 91.40.6141.9900

Web | www.globallogic.com Mail | info@globallogic.com

CIN U74899DL2000PTC106036 GlobalLogic India Private Limited (Previously known as GlobalLogic India Limited)

GlobalLogic®

A Hitachi Group Company

GL08-FM-PD-060

c. This clause is not intended to prevent you disclosing information required by or allowed by law.

d. This clause is to be read in conjunction with the Non-Disclosure Agreement that you will sign at the time of joining the Company.

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be HR SPOC at the respective location. You are requested to report to our office situated at (U-3, 6th Floor Block-1, DLF Info City Hyderabad Ltd., IT/ITES SEZ, Gachibowli Village, Serilingampally Mandal, Rangareddy Dist, TS, India-500019) at 9.30 am.

For GlobalLogic Technologies Private Limited ("GlobalLogic")

Vice President,People Development

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on 09-Oct-2023.

Date: 6-10-2023

Signature:

Devaguptapu Chaya Sri

Bakewell industries Pvt Ltd

05th March 2023

Mr. Raghu Goud

Hyderabad

Dear Mr. Raghu Goud,

Congratulations! We are pleased to appoint you as **Production & Quality Executive**. You will be based at Hyderabad and the detailed terms and conditions of your appointment as applicable are explained as under:

1. **Base Salary including all components:**

Your salary will be Rs. 1,80,000 / - ***(Rupees One Lakh Eighty Thousand) per annum.***

2. During the period of your employment, you will be eligible for leave as per the Service and Leave Rules of the Company. You will be working six days a week. The current timings are from 09:00am -6:00pm. However, you will observe working hours/shift timings as communicated to you by your superiors from time to time depending on the exigencies of work and client requirements.

3. **Probation:**

On joining the company, you would be on probation for three months. During this period, your employment could be terminated on a **30 days' notice basis**. You would also be allowed to resign from the services of the Company by similarly giving a **30 days' notice in writing**. Furthermore, the offer of regular employment at the end of the probation period is conditional to a satisfactory performance during that period.

On joining the company you have to work a **minimum of a year**, if you wish to leave before a year Bakewell Industries Private Limited will not issue any experience and relieving letter.

4. **Transfer:**

During the period of your employment with the Company, the Company may at any time, in its sole discretion, transfer or depute you to any other department of the Company or to any other subsidiary or affiliate of **Bakewell Industries Pvt Ltd**. or to any other location of **Bakewell Industries Pvt Ltd**. In such event the terms and conditions governing your service shall be those applicable at the location of transfer or those as applicable to employees of such subsidiary or affiliate.

BAKEWELL INDUSTRIES PVT. LTD. HYDERABAD

C/o CH Srineketh Reddy Warehouse, 688,689/1, Behind Sai Geetha Ashram, Devaryamjal Village,
Medchal, Hyderabad - 500078, Telenagana, India PH : +91 9347196342

NABARD Consultancy Services Pvt. Ltd.
(A Wholly Owned Subsidiary of NABARD)
An ISO 9001 : 2015 & ISO 27001 Company
Zonal Office - Hyderabad :1-1-61, Ground Floor, NABARD Building
RTC 'X' Roads, Musheerabad, Hyderabad - 500020
Telephone : 040-2332 1130/31

NABCONS

NABCONS /Hyderabad ZO/P-4131/ 187 /2023-24 **Dated: 07 August 2023**

Shri. Boppishetty Vikram Prasad
22-1-534 Noorkhand Bazar
Chaderghat, near Central Bank
Hyderabad- 500024

Dear Sir,

Engagement as Project Based Contract Staff at NABCONS Office, for the project "Preparation of DPR and EPC activities for Pilot Project of Grain Storage Scheme" (P-4131)"

We are pleased to advise that it has been decided to hire your services as Project Based Contract Staff (PBCS) in NABCONS

2. Your appointment as PBCS shall be subject to the following Terms and Conditions: -

A. Designation

You shall be designated as **Project Assistant.**

B. Contract Period

The tenure of your contract shall be for a period from **03 July 2023 to 01 December 2023**.

C. Place of Posting

Your place of posting would be at **Hyderabad**.

D. Scope of work

i. Site visit to 11 PACS as provided in the Annexure –I
ii. Preparation of Detailed Project Report (DPR)
iii. Preparation of Projected Financials Statements
iv. Please follow the checklist for TEV Group that is to the followed on the day of the site visit which is enclosed in the Annexure –II

Other responsibilities:

i. Your primary duties and responsibilities shall pertain to all the work relating to the captioned assignment
ii. You shall work as per the extant Systems, Procedure, Rules and Regulations laid down by NABCONS.

iii. You shall exercise utmost diligence in discharge of your duties & responsibilities and apply the required knowledge and skills in such a manner so as to ensure timely and quality end results.

iv. You shall be liable to compensate NABCONS for any loss or damage caused through any negligence or dereliction on your part in performance of your duties and discharge of your responsibilities.

E. Timeline

Your timeline for the deliverables shall be for a period of 05 months w.e.f.: 03.07.2023 to 01.12.2023

F. Compensation

i. You shall be paid consolidated monthly remuneration of Rs.25,000/- (Rupees Twenty Five Thousand Only).

ii. You shall not be eligible for PF, Gratuity and Leave encashment.

iii. TDS will be deducted as per applicable norms under section 194 J of IT Act.

G. Other Conditions

As per Ref No: NABCONS-CO/HR/99/2021-22 dated 23rd April 2021 – Office Circular No. 08 /2021-22

H. Other Facilities

A. Leave

i. You shall be eligible for Casual Leave (CL) of 03 (Three) days per month during your contract period. You can avail a maximum of 05 days of CL at a stretch, excluding preceding, intervening and succeeding Sundays and Holidays can be availed.

ii. Casual Leave not availed during the month may be carried forward in the following month or till the end of contract period.

iii. Casual Leave not availed at the end of contract period shall lapse.

iv. You shall not be eligible for any leave encashment.

v. In case of absence for more than 05 days, the same shall be considered as leave without pay.

B. Other Facilities

Travel- Taxi
Local Travel- Train 2nd AC
Local Travel- Rs.13 per KM
Hotel- Applicable
Halting Allowances- Applicable

I. Payment Schedule

The monthly compensation will be paid to you at the end of the month subject to the satisfactory completion of deliverables assigned to you under the project.

J. Penalty

Nil.

K. Confidentiality

i. While on contract with NABCONS and at any time thereafter, you shall not disclose or divulge to others or make public any such business / administration related information acquired by you in the course of your functions or otherwise, which could be detrimental to the interests of NABCONS.

ii. You shall obtain prior permission of NABCONS for making public or using in any way, other than in the course of your normal functions & responsibilities, any business / administration related information / data / analysis and the decision of NABCONS in this regard shall be final and binding on you.

L. Code of Conduct and Discipline

i. You shall discharge your functions, responsibilities and tasks as assigned to you from time to time. In case, you are found responsible for any act of omission or commission in regard to any discipline and/or terms and conditions of the contract, you shall be liable for termination of your contract.

ii. You shall maintain good conduct, discipline, punctuality and show courtesy and attention to all persons in your transactions or dealings with the Company.

iii. You shall discharge your duties with utmost integrity, honesty, devotion and diligence and do nothing which is unbecoming of you or which is likely to tarnish the image of the Company. Cases of fraud and dishonesty will attract penalty of termination of this contract.

iv. You shall not enter into any personal dealings with customers or service providers (including contractors, consultants and vendors) of the Company which may result in undue pecuniary advantages to you.

v. You shall not indulge in sexual harassment which includes such unwelcome sexually determined behavior (whether directly or by implication), such as:

- physical contact and advances;
- a demand or request for sexual favors;
- sexually colored remarks;
- showing pornography, and
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

M. Accessibility

i. You shall remain accessible and available at all reasonable times for discharge of your functions & responsibilities.

ii. You shall provide your complete current / permanent address and phone numbers / E-mail to NABCONS and update the same from time to time.
iii. Any communication sent to you at your current / permanent address or over phone / through e-mail shall be considered to be the communication made in person to you.

N. Termination of Contract

i. The contract shall be terminable by one month's notice on either side or one month's consolidated pay last drawn, provided that such notice or compensation in lieu thereof shall not be necessary on the part of the company where termination is for misconduct as specified by the company from time to time.
ii. The notice period shall be extended by the number of working days, if any, during which you may be absent / on leave during the notice period.
iii. In case of shortfall in the notice period on your part, consolidated monthly remuneration proportionate to the shortfall in the notice period shall be payable by you / recoverable by way of compensation to NABCONS.
iv. Resignation submitted during holiday/ leave period will be reckoned from the ensuing working day.
v. You shall be required to settle your advances to undertake tours etc. within one month of completion date of the tour.
vi. Your Relieving will be subject to 'No Dues clearance' as per the prescribed format. In case of outstanding dues, if any, the same will be settled from your last drawn remuneration from NABCONS.

O. Misrepresentation / Falsification of facts and Records:

If any declaration, statement or information given by you at any time is found to be false or untrue or if any material particular is established to have been suppressed, NABCONS shall have the right to terminate the contract without any notice or compensation in lieu thereof and the normal requirement of one month's notice for the same shall not be applicable.

P. Taking up Other Work / Assignment

You shall not take up any part time / full time employment or assignments elsewhere or do any business during the period of your contract with NABCONS. Your engagement shall automatically be terminated if you join any other organization without giving prior information. In such an event, NABCONS shall have the right to claim compensation / damages, if any, as it may deem fit.

Q. Administrative Control

You shall work under the administrative control and overall direction of Vice President, NABCONS Office, Hyderabad or an officer designated by her.

R. Other Provisions

i. NABCONS shall have the right to change / modify / alter any or all the provisions set out above in full or part, as required to protect its interests, by giving a reasonable notice.

ii. No delay on the part of NABCONS in exercising any right or privilege under the Terms & Conditions set out above shall operate as waiver of that right or privilege.

iii. Any communication sent to you at your current / permanent address or over phone / through email shall be considered to be the communication made in person to you.

S. You shall submit a copy of your mark sheets and certificates of Higher/ Senior Secondary School, Graduation, Post-Graduation, Certificates in support of the qualifications indicated in your application, Experience Certificate, Proof of identity - PAN Card/ Driving License/ Voter Card/ Adhhar Card, Salary slip certified by your current employer indicating the last salary drawn by you, relieving letter from your current employer and shall produce the original certificates for verification at the time of joining NABCONS.

T. Acceptance of the Terms & Conditions

Your acceptance of the Terms and Conditions shall also be recorded by you on the duplicate copy of this letter upon your reporting for duty.

Welcome aboard, let's build great things together,

Best wishes

NABARD CONSULTANCY SERVICES PVT. LTD. NABCONS Zonal Office: Hyderabad

Shilpa Deshpande
Vice President

Accepted terms & conditions

12:16 98

Dear Karthik,

We are delighted to officially appoint you to the position of Jr. Production Supervisor in the Production Department at Sunlite Food Products Pvt. Ltd.

Your first day of duty is on 7th December, 2023. You are expected to submit the following documents to complete your onboarding process -

- A copy of your Aadhaar Card with the front and back side scanned and signed
- A copy of your PAN Card
- 1 passport sized photocopy

The details of your compensation package has been highlighted below-

- Total yearly CTC offered - Rs. 2.64 LPA.
- Total monthly CTC - Rs. 20,000
- Annual Retention Bonus - Rs. 24,000, payable only if a tenure of 1 year from joining date is completed with the firm.

Your reporting time for work is 9 AM and your shift extend at 7 PM in the evening. You will be provided with a weekly leave every Sunday.

This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

Regards,
Gaurang Modi.

sprinkle
BEVERAGES

Date: 15/06/2023

PAVITHRA SMILY THUMMA

Plot no.718, Pragati Nagar,

Opposite JNTU, Kukatpally, Hyderabad,

500072.

Greetings Ms. / PAVITHRA SMILY THUMMA

Sub: Letter of Appointment

Regarding your application for a job with SPRINKLE BEVERAGES, as well as the subsequent interviews you held with us. We are pleased to offer you a position as Microbiologist in Grade G8 with our company.

Appointment: Your appointment as Microbiologist began on 20/06/2023, and you will be on probation for six (6) months following your appointment.

Remuneration: Your monthly remuneration is Rs 15,000/-.

Workplace: Your first assignment will be at the Organization's Unit in Hyderabad, India. You may, however, be relocated to another place due to organisational requirements.

We warmly welcome you to the SPRINKLE BEVERAGES family and wish you every success in your work with us.

Sincerely,

For_____,
Authorized Signatory
Declaration and Acceptance

01-12-2023

To

Mr. Pramod Alshil ,

Sub:- Letter of Offer – Reg.

With reference to your application and subsequent interviews you had with us, the management is pleased to offer you the position of **Executive Quality Control** in our organization and your annual **CTC - INR 2,72,811.00/- (Two Lakh Seventy Three Thousand Four Hundred Thirty One)** only.

During the period of service, you shall be liable to transfer anywhere upon the company's requirement

Initially, you will be placed/based at **Shadnagar** and cover assigned territory, and you will be responsible and reporting to the **Team Lead**

In accordance with the administrative requirements of the company, we request you to kindly bring with you the following documents in original and photocopies of the same at the time of joining

- Certificates in support of your educational qualifications (10th standard to Graduation/ PG)
- Previous company appointment letter, Relieving letter & Experience Letter
- Last 3month's Payslips and 6month's Bank Statements.
- Two Passport Sized color photographs
- Proof of Identity & Address.
- Reference name, address & contact number.

You are advised to join us on or before 26-11-2023. If you fail to join us as advised, this letter of offer stands canceled.

A detailed appointment letter, wherein all other terms and conditions are stipulated would be issued after you join us.

"We heartily welcome you to Sids Farm Family"

For Sids Farm Private Limited

J. Kishore Kumar

SIDS FARM PVT. LTD. HYDERABAD

Kishore Indukuri
Managing Director

I accept the offer of an appointment on the above terms.

Signature: ..... Date: .....

Gmail

GEORGE REDDY <loyolastationary@gmail.com>

Fwd: FW: Deloitte- Letter of Intent - Updated Link - Mandatory

1 message

Katta Keerthana <mini2001katta@gmail.com> Mon, Aug 8, 2022 at 12:33 PM
To: "loyolastationary@gmail.com" <loyolastationary@gmail.com>

---------- Forwarded message ---------
From: **USI Consulting Campus** <usiconsultingcampus@deloitte.com>
Date: Fri, 6 May, 2022, 6:53 pm
Subject: FW: Deloitte- Letter of Intent - Updated Link - Mandatory
To:

From: USI Consulting Campus
Sent: 06 May 2022 06:37 PM
Subject: Deloitte- Letter of Intent - Updated Link - Mandatory

Deloitte Consulting India Private Limited | May'22

Congratulations!
Letter of Intent to Hire

Greetings from Deloitte!

On behalf of Deloitte Consulting India Private Limited (the "Employer" or "Company"), we are pleased to confirm our letter of intent to hire you.

We extend this letter of intent, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization.

As an acknowledgement of your acceptance of this letter of intent, please click here and share your acceptance (accept/decline) and provide us with a few details. Kindly do get back to us within three business days (May 9, 2022) of receipt of this mail, after which period this offer shall lapse automatically.

A detailed offer letter describing the terms of your employment and related contingencies will follow **post your acceptance of this letter of intent.**

During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timings, at designated work-space and location as may be decided by the Company.

Everyone you have interviewed with joins me in welcoming you. We at Deloitte are looking forward to you joining us. If you wish to gain any further clarity, please feel free to contact us.

Please note that Aadhaar card with complete date of birth (dd/mm/yyyy format) is required for creating UAN number for PF account. In case you have not shared your Aadhaar in the correct format, request you to please update it on priority (refer attached document FAQ on E-Aadhaar for further guidance to obtain the same from the UIDAI portal). This is a very crucial part of offer release.

Click here to write to us in case you may have any queries. Thank you!

Regards,
Campus Recruitment team

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3 attachments

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Jun 26 2023 **HR/BP/HC_APP865788**

Ms. Adapa Meghana

Letter of Appointment

Dear Adapa ,

1.0 **Appointment:** We are pleased to offer you an **Appointment** in our company as "**Trainee Process Consultant**" 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 **Jun 26 2023**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on Sagility India Private Limited.

3.0 **Initial Posting & Reporting**: Your initial posting in the normal course will be **Hyderabad** 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 8 (eight) 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 here with as Annexure – I. The said terms shall (and as maybe modified from time to time) be applicable to you.

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

Yours sincerely,

DocuSigned by:
Nitin Singh
E1A03C924BA5453...

Nitin Singh
Senior Manager Human Resources
Sagility India Private Limited

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

DocuSigned by:
A. Meghana
A259F6D429484D3...

Signature: _____
Name: Adapa Meghana
Date: 6/26/2023

Encl: Annexure – I & II

Annexure- I Terms and Conditions of your appointment:

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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.

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.

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 **Training:** You will be initially, on training for a period of twelve 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 training.

2.1.1 Your continuation in the service of the company is subject to your satisfactory performance during the period of **training** 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 for a cumulative annual / earned leaves of 30 days, as per the Sagility India Private Limited employee leave policy. However during the first 6 months of service, you are not encouraged to avail leave even though the earned / annual leave shall accrue to your account as per the Employee leave policy from time to time.

2.1.3 You will deemed to be confirmed on completion of 12 months of satisfactory completion of your training unless otherwise communicated to you by the company in writing. During the period of training 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.

Proviso: Provided, however, that the above requirement may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.

2.1.4 Please note that in the event of your not joining the Company on or before the date mentioned in this letter of appointment, this letter of appointment shall automatically stand revoked

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.

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 month, 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.

Provision: Provided, however, that the above requirement for notice may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.

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 company's confidentiality policy and sign such agreements that the company may require for the adequate protection of all its information.

2.5 **Intellectual Property:** The rights to any invention, discovery or creation of any system or method related to the company's operation and arising out of any work done in the course of your employment shall automatically vest with the company. In this connection wherever required, the company may obtain patent rights in its name (or jointly with others) based on the fact of your invention, discovery or other creative effort. The company may require you to sign invention assignment and such other agreements as may be necessary for the company to obtain patents and/or register its intellectual property rights. You will not, in any event be entitled to any compensation apart from as aforesaid for such acts. Notwithstanding anything contained herein and any rewards/compensation/performance bonus or other acknowledgment of whichever kind, shall be deemed to confer on you, any rights towards that invention, discovery, process improvement, or other intellectual property right in system or method.

2.6 **Software & Legal Compliance:** The Company shall be the sole owner of any software developed by you during your employment with the Organization, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the software. You shall not claim any income nor benefit from any such development at any point of time. You shall also sign a document to this effect if required by the company. Any duplication of licensed software is not allowed except for backup or archival purpose. You shall ensure that the Company complies with all statutory and/ or legal requirements with regard to the area of your responsibility.

2.7 **Statutory Compliance:** You shall strictly adhere to the applicable laws and regulations in India and other country (ies) including without limitation work permits, immigration requirements, etc

2.8 **Company Property:** You shall take reasonable care in maintaining and protecting the assets, properties, facilities, software and hardware, if and when provided by the company, for your use. On demand, you shall take steps to return such assets, properties etc., back to the company in the same condition as given, subject to normal wear and tear, on cessation of employment or any other time, as may be required by the Company. Failing this, the company shall be entitled to recover such costs/ compensation as it may deem fit, keeping in view the cost of such assets, properties etc.

2.9 **Job Assignment:** You may during the course of your employment be given any assignment either arising out of the company's business or that the management in its subjective judgment deems fit with reference to your skill sets, background, qualification or experience. Refusal to carry out such assignments as are allotted to you solely on, amongst others, grounds that it has not been part of your usual duties during your employment shall be deemed serious misconduct and grounds for immediate termination of employment. You will also not be entitled to any additional compensation for carrying out any such assignments/job.

2.10 **Transfer:**

2.10.1 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.

2.10.2 Although the company will endeavour 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.

2.10.3 In the event that you are deputed to perform work on / at client sites, you hereby agree and undertake as follows: -

2.10.3.1 that you shall follow and be governed by the rules and regulations applicable.

2.10.3.2 That you shall honour 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.

2.10.3.3 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.

2.10.4 In all such cases of transfer you shall be governed by the company's transfer policy and procedure.

3.0 Other terms and conditions:

3.1 **Working Hours** – The business hours of the office are 9:30 A.M till 6:30 P.M and the company is operational on a 24/7/365 basis. You are expected to report to work promptly at the scheduled time each day as per shift that you are assigned to as required. This is for ensuring smooth conduct of work as per the company's policy.

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.

DocuSigned by:
Mtin Singh
E1A03C924BA5453...

DocuSigned by:
A. Meghana
A259F6D429484D3...

DocuSign Envelope ID: 04B11EC8-C1F1-4105-8AC3-A47C5EC31036

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 it's right to make the deductions in the available time frame in the on-going year.

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 it's 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 Comp any'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 any time, 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 **Relocation**: expenses towards shipment of household goods/ car (as applicable): You are entitled to avail relocation assistance as per the Sagility India Private Limited Employee Relocation Assistance Policy. In the event of voluntary cessation of employment with the company within one year from data of joining. You shall be liable to pay the amount received towards shipment of household goods and / or car as per the retention clause in the policy.

14.0 **Maternity Benefit:** All women employees would be entitled for maternity benefits as per the prevailing Maternity Benefit Act

15.0 **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.:

DocuSigned by:
Mtin Singh
E1A03C924BA5453...

DocuSigned by:
A. Meghana
A259F6D429484D3...

DocuSign Envelope ID: 04B11EC8-C1F1-4105-8AC3-A47C5EC31036

ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	**Adapa Meghana**			
Designation	**Trainee Process Consultant**			
Grade	**PC2**	**Location**	**Hyderabad**	
Components	**w.e.f - DOJ**		**Monthly**	**Annual**
"A" FIXED				
Basic			5,910	70,920
House Rent Allowance			2,364	28,368
Shift Allowance			5,000	60,000
Skill Allowance			884	10,608
"A" Sub-total – Gross Pay			**14,158**	**1,69,896**
"B" RETIRAL BENEFITS				
Advance against Statutory Bonus			1,182	14,184
Provident Fund **– *Employer's Contribution***			1,415	16,980
Gratuity			284	3,408
ESIC Contribution **– *Employer's Contribution***			499	5,988
"B"Sub-total– Retiral benefits			**3,380**	**40,564**
Total Salary Cost (A + B)			**17,538**	**2,10,460**
"C" VARIABLE PAY				
Performance Incentives ***(@ 100% of given achievement targets)***			2,000	24,000
"C" Sub-total - Variable			**2,000**	**24,000**
Total Cost to Company (A + B + C)			**19,538**	**2,34,460**
"D" INSURANCE / OTHER BENEFITS				
Total Cost to Company : (A + B + C + D)			**19,538**	**2,34,460**
Net Salary*- This is an approximate net amount and is subject to vary based on any change of rules or law relating to employee compensation (not limited to change in PF or ESI) or tax laws or any changes in the compensation structure			**13,809**	**1,65,708**

Benefit / Scheme	Description	Value / PA
Performance incentives	Will be paid every month on achieving process defined targets goals as defined in table below, The first three month's performance incentive will be paid on target during the seventh month payroll	**Rs. 24,000p.a****
Subsidized Transport Service	An indicative transport cost incurred by the employer for commuting between home to office and back which is a facility to avail and not to be encashed if not availed.	**Rs. 24,000p.a****
Voice Skill Allowance	The allowance will be paid as follows: . It will be paid in equal monthly instalments along with the monthly payroll . This would attract the applicable statutory deductions . This allowance is applicable as long as you are deployed in the current process This allowance is over and above your CTC and this amount will not be considered for any salary revision	**Rs. 25,000 ****
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of -	**Rs. 1,200,000p.a****
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -	**Rs. 2,00,000p.a****
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 @ 20% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land	**As applicable***
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.	**As applicable*p.m**
Income Tax	Appropriate Income tax would be deducted in the payroll every month.	**As applicable*p.m**
Professional Tax	If any as per the applicable rules in your state.	**As applicable*p.m**

Performance Incentive Ratings and Earnings Table:

Process Target achievement	Training period	>80-<85%	>85-<95%	>95-<100%	>100-<110%	>110%
PI Eligibility (%)	0%	50%	75%	100%	110%	125%
PI Eligible amount (Rs. p.a.)	0	12,000	18,000	24,000	26,400	30,000
PI Eligible amount (Rs. p.m.)	0	1,000	1,500	2,000	2,200	2,500

* 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.

DocuSigned by:
Nitin Singh
E1A03C924BA5453...

Nitin Singh
Senior Manager Human Resources
Sagility India Private Limited

DocuSigned by:
A. Meghana
A259F6D429484D3...

Adapa Meghana
Date: 6/26/2023

i 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

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Telangana – 500081.
GST Details: 36AADCR9682D1Z3
CIN No. U72200 TG 2008PTC 088404,
T 91-040 6765 0000

12th July 2023

Patil Avantika Prakash

34-138/3,Flat No-301,Bharani Heights,

Dear Avantika,

Sub: Appointment Letter

We are glad to offer you an appointment with **Synchrony International Services Pvt Ltd** as **Representative Customer Service** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your fixed annual salary on joining will be **₹.300000/-** and this will include all allowances in accordance with the Company rules and as indicated in Annexure II. In addition to this, you shall also be entitled to the following as per Company Policy and rules as applicable
   - Medical insurance covering hospitalization expenses of up to ₹.5,00,000/- for you and up to five of your dependants
   - Personal Accident Insurance of up to ₹.15,00,000/- for you as per Company Policy and rules.
   - Group Term Life Insurance cover of **₹.15,00,000/-** during your tenure in Synchrony International Services Pvt Ltd.

   You are eligible for **Night Shift Allowance** depending on your working hours as per the Company's Night Shift Allowance policy in force.

   In addition, you will be reimbursed business related expenses in accordance with relevant company policies as applicable from time to time. The specific amounts for these expenses will depend on the nature and scope of your duties. The reimbursement amounts are subject to an on-going review and are dependent on the way Synchrony International Services Pvt Ltd chooses to administer compensation.

2. Your initial place of work will be at **Hyderabad**. However, your services are transferable, and you may be assigned to any location in India or abroad where the Company or any one of its associates or customers, conduct business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

3. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office except while travelling on business, as assigned to you by your superiors and as per applicable laws in force. You will be required to work 5 days a week and as per the shift timings scheduled for the role. Your daily working hours would be 9 hours including 1 hr break.

4. You will be on probation for a period of six months from the date of joining. At the end of probation period should your performance and behaviour meet the Company standards, your services will be confirmed in writing by the Company. During the probation period, either party may terminate this contract by giving 15 days' notice in writing in the manner referred to in clause 5 or payment of 15 days salary in lieu thereof. However, the Company reserves the right not to accept payment in lieu of notice and may at its sole discretion enforce the notice period
   Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy with official signatures). Notice of termination in electronic

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form where identity cannot be ascertained, such as SMS or personal email, or through oral communication shall not be accepted as adequate notice for the purposes of this agreement.

5. Post confirmation, your services under this contract may be terminated by either party, giving a written notice of one month to the other party or on payment of salary in lieu thereof. However, the Company reserves the right not to accept payment in lieu of notice from you, and may at its sole discretion enforce the notice period.

6. You will be entitled to leaves as per Company leave policy. Accumulation/carry-forward of leave will be governed as per the existing Company policy in force

7. Absence for a continuous period of eight days without prior approval of your supervisor, (including overstay of leave/training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality, the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company.

8. You will automatically retire from service on attaining the age of 60 years.

   Whilst employed by the Company:

   8.1 You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval.

   8.2 You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.

   8.3 All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential. Except in the proper course of your employment, or, thereafter, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval of authorised person/s.

   8.4 For the benefit of Business requirement and its enhancement, the business reserves the right to evaluate/process/scrutinize employee's performance, and benchmarked performance numbers may be shared with other employees from time to time.

   8.5 You confirm that there is no litigation /conviction against you, before/by any Court of law, which involves any criminal offence or offences involving moral turpitude.

9. You confirm that you have fully disclosed all of your business interests in the Company, whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between SYNCHRONY INTERNATIONAL SERVICES PVT LTD and you or any immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures. All acts subversive of good conduct and discipline would subject you to disciplinary action as per the Company policies.

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11. Upon separation from the Company, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

12. Any violation of the above mentioned or any other company procedures and policies would attract action as per company disciplinary policy in force, including and upto termination. In the event of termination by Management on account of breach of disciplinary policy, the Management will not be liable to pay notice pay.

13. All other terms and conditions of employment will be governed by Company policies as stated from time to time.

14. The address proof submitted by the employee and verified during background check will be considered as the correct address of the employee and the same will be used for all the official communication. Any change in such address has to be communicated by the employee to the HR department in writing.

15. If these terms and conditions are acceptable to you:
    (a) Please sign and return the duplicate of this Appointment Letter on or before 14th July 2023 and
    (b) Report for duty at the Company not later than 19th July 2023 failing either of which, this offer of appointment stands automatically withdrawn without any further notice to you.

16. You agree that the appropriate courts in Ranga Reddy District, Telangana, shall have exclusive jurisdiction over all disputes which may arise hereunder.

The terms of this offer including the compensation are intended to be kept strictly confidential.

"You hereby agree that this offer of employment and issue of an appointment letter to you shall be subject to SYNCHRONY FINANCIAL obtaining a clear and positive background check of yourself satisfying relevant criteria outlined by SYNCHRONY FINANCIAL (such as educational/technical qualifications, past work experience & positions held by you, previous salary, conduct etc). You further agree that SYNCHRONY FINANCIAL reserves the right to terminate the offer of employment, without further notice to you, if such clear and positive background check is not obtained in relation to you."

"You hereby also confirm that the application form, resume and all documents submitted by you to SYNCHRONY FINANCIAL are true and accurate, and should any part thereof be found to be false or inaccurate by SYNCHRONY FINANCIAL, then SYNCHRONY FINANCIAL reserves the right to terminate your employment immediately."

We welcome you and wish you every success in your career with SYNCHRONY INTERNATIONAL SERVICES PVT LTD.

With warm regards,

Kameswari

Kameswari G
VP, HR - Asia Diversity & Recruitment COE Leader

SYNCHRONY INTERNATIONAL SERVICES PVT LTD

Accepted and Agreed
Patil Avantika Prakash

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ANNEXURE I

DOCUMENTS REQUIRED AT THE TIME OF JOINING

- Relieving Letter from last Employer, if applicable
- Copy of Birth Certificate / School Leaving Certificate
- Academic & Professional Certificates (Xerox copies)
- Eight Recent Passport size Photographs
- Last Pay Slip drawn, if applicable
- Form 16 (1) (pertaining to Tax Deducted at source) from the previous employer, if applicable
- Photocopy of PAN Card & Aadhar Card
- Photocopy of the Appointment letter accepted and signed by you.
- Proof of identity (copy of passport/ driving license/ voter's ID card/ college exam admit card etc)

INFORMATION REQUIRED AT THE TIME OF JOINING

If applicable and already a member of a Provident Fund (PF) Scheme with previous employer, then:

- Employer's name
- Dates of joining and leaving service with them
- Name and address of the PF Trust or the Regional Provident Fund
- PF Account No
- Social Security No (SSN), if allotted

If applicable and already a member of ESI Corporation with previous employer, then:

- Employer's name
- Dates of joining and leaving service with them
- ESI card

Mandatory Details:

Furnishing of employee Aadhar details which has date of birth on the face of the Aadhar is mandatory in order to generate provident fund Universal Account Number [UAN]. The EPFO portal will not allow employers to generate the UAN without Date of Birth registered with employee Aadhar. The name on the Aadhar should also match with the name on the records submitted by you. Hence, your employment offer with the organization is contingent upon furnishing these details without fail. The company will be well within its right to terminate the employment if the same is not furnished at the time accepting the offer or within 10 days of joining the company whichever is earlier.

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ANNEXURE II

Annual Earning Opportunity Breakup (in INR)			
Name:	**Patil Avantika Prakash**		
	Earnings*	***Monthly***	***Annual***
	Basic	12,499	149,988
	HRA	7,499	89,993
	Special Allowance	52	621
	Employer Contribution to PF	1,500	17,999
	Gross Earnings (A)	**21,550**	**258,600**
	Bonus * (B)	1,250	15,000
	Meal Coupons	2,200	26,400
	Total CTC	**25,000**	**300,000**
Other Benefits*			
	Other Benefits (F):		
	Medical Insurance Coverage of 500,000 for Self & Dependents		36,257
	Life Insurance Coverage of 15,00,000 & Disability Insurance Coverage of 15,00,000 for Self		3,823
	Gratuity-cum-Life Insurance*****		7,211
	Free Transport		48,000
	Gym Subsidy		12,000
	Benefits Sub-Total		**107,291**
Total Earning Opportunity Per Annum			
	Total CTC+Benefits		***407,291***

Terms & Conditions (Important):

*The above mentioned Bonus includes Statutory Bonus (as per Payment of Bonus Act, 1965), if applicable.

****No money in lieu of Earnings In Kind will be paid if any of the benefits mentioned therein, is not availed

****Life Insurance Coverage of 15,00,000 & Disability Insurance Coverage of 15,00,000 for Self

*****Gratuity will be paid as per the Payment of Gratuity Act - 1972

All payments are subject to prevalent taxes and duties such as Employer Contribution to PF, Employees Contribution to PF, ESIC, PTAX, Income Tax and any other deductions as applicable.
Please note that your offer figure has been quoted corresponding to the Earning Opportunity at Maximum performance. It is important for you to note that you have an opportunity to earn less, basis on your individual performance.

HR Signature (Above)

Employee Signature (Above)

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Your salary components may be restructured in compliance with Code on Wages 2019 or such other applicable labour codes/law in force. The restructuring may result on your Net take home salary while cost to company remaining same.

"Additionally, on successful completion of probationary period of 6 months service with the Company, you will be eligible for Certification Reimbursement up to Rs 200,000/- (Two Lakh Only) as per the prevailing Company policy.

Please note in the event that you resign within 6 months from the date of certification reimbursement, or are serving notice of resignation, or you have been separated from the Company on grounds of non-compliance to applicable workplace policies and procedures, including integrity and upholding the Synchrony Financial values, you will have to pay up the amount equivalent to amount received on account of certification reimbursement (net of tax) to Synchrony Financial".

* A deduction of 12% of Basic salary shall be made for the employee's contribution to the Provident Fund. Company's contribution to Provident Fund does not appear on the Salary Slip as it is deposited in the Provident Fund directly with the EPFO.

Deductions:

1. Other statutory deductions like Income Tax, ESI (if applicable), professional tax, etc. would be made as per the applicable statutory regulations.
2. All calculations above do not take the effect of income tax into account

In addition to the above, you shall also be entitled to:

1) Performance bonus based on your and company performance in accordance with applicable policy.
2) Gratuity as per statutory provisions (15 days of last drawn monthly basic salary for each year of completed service) on completion of 5 years of service.

Note: You will need to produce bills for claiming tax benefit on medical reimbursement by the 5th of each month.



Kameswari G
VP, HR - Asia Diversity & Recruitment COE Leader

SYNCHRONY INTERNATIONAL SERVICES PVT LTD

Accepted and Agreed
Patil Avantika Prakash

Date: 05/10/2023

Dear **Ms. Boina Sathvika,**

We are very pleased to offer you the position of Intern with SmartBridge Educational Services Pvt. Ltd. with effective from **5th October 2023.**

Please find the following details of your internship:

Position Title: Intern

Stipend: No stipend for first two months, subsequent months will be based on your performance up to Rs. 10,000/-

Internship Responsibilities:

Your day-to-day responsibilities will include the following:

- Exploring latest tech products in the respective domain
- Understanding Technical Architecture of solutions
- Building Proof- of- Concepts for the Problem Statement
- Exploring/Developing Computational Algorithms
- Developing technical content in the form of blogs, manuals, presentations and video lectures
- Take ownership of assigned activities and report to the team lead

Terms & Conditions: You should accept the terms & conditions provided in Annexure – 1

Sincerely

Jayaprakash Ch.
Lead Academic Initiative
SmartBridge Educational Services Pvt. Ltd.

Terms and Conditions:

- Internship is for 6 months and all interns shall sign a service agreement for the same.
- The interns shall spend minimum 42 Hrs. a week, however based on necessity the working hours may be extended.
- This Internship does not guarantee any employment with the company.
- Interns shall be part of technical committees in the events (online) organized by the SmartBridge across India.
- Interns shall execute the assigned tasks on time and they shall submit the weekly reports to the reporting manager.
- Prior permission shall be taken from team lead for leaves.
- All Interns shall abide to the company policies and ethics.

My signature below indicates my acceptance of the offer as outlined above.

_____ _____

Signature Date



04-Jul-2023

C7944739

For Accenture use only

Prathima Jillela
49-266/7/9 Padma Nagar Chintal, Hyderabad, 500054,500054 500054
Management Level - 13
Sublevel - 3

Job Profile - Trust & Safety New Associate
Job Family Group - Content
Business Deal - Digital Operations

Dear **Prathima,**

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 **Hyderabad**, 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.

Reference Id: 4153fb55-de4a-40e4-87a8-e94103f562a4_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. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

As a general requirement employees will be expected to work from office in the location tagged to their role:Tagged or base locations (unless changed) will be considered for all administrative & operational/official purposes, irrespective of any exceptions to work from remote. Exceptions, if any/granted, will be interim and temporary, and will be subject to review with HR/business, and based on your role, business, and client expectations. The Company reserves the right to ask you to come to office locations pursuant to our business needs and customer requirements. This offer is contingent to the above-mentioned agreement.

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 upon joining Accenture but no later than six months of your start date in Accenture, failing which,Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

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 255200** 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.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Prathima, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **arlibandi.samyuktha** at **8121203455** 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:

_____

[Insert full legal name] Candidate's signature_____

Date:

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	**INR 220000**	
(B) Variable Bonus earning potential	Min.	Max.
	0%	**16%**
Annual Total earning potential (A+B)	Min.	Max.
	INR 220000	**INR 255200**

(C)#Additional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	**INR 3700**
Notional Insurance Premium paid by Company	**INR 13700**

(D)##Additional Discretionary WFH Benefits/Reimbursements	
One-time WFH Assistance reimbursement	**INR 18,000/-**
Annual Internet reimbursement	**INR 12,000/- (capped at INR 1,000/- per month)**

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares **at 15% discount on the fair market value**	**INR 3300 (discount opportunity with an optional investment of 10% of gross pay and no change in share price)**

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

-Annual fixed compensation of **INR 220000/-**; 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 FY23 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 Statutory Bonus amounts if payable to you. Such Statutory Bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Statutory Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 705,000/- (If you contribute towards Employee Provident Fund)	Company

1. a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 and any under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. Kindly refer to those before initiating a purchase. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee 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.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

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 benefits & guidelines.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE 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:

_____

[Insert full legal name]

Date:

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.

synchrony

Synchrony International Services Pvt. Ltd.
Regd Office: Building Parcel – 3, Knowledge City
Floors 2 to 5, Unit 2 and 3, Plot No.2
Survey no. 83/1, Phase – 1, Raidurg Village
Serilingampally, Hyderabad.
Telangana – 500081.
GST Details: 36AADCR9682D1Z3
CIN No. U72200 TG 2008PTC 088404,
T 91-040 6765 0000

Date: **22-Dec-2022**

Dear **Keerthana,**

Sub: Letter Of Intent

We are pleased to inform you that subsequent to your interview with Synchrony International Services Pvt. Ltd, you have been selected for the position of **Representative Customer Service** and your Total Cost To Company will be **Rs.394953/- per annum**, including Fixed Salary of **Rs.300000/- per annum**

Reporting time: **1:00 pm IST**

Venue: **Virtual**

Date of Joining: TBD

Contact Person: Kamala Chigurupati

As part of pre-joining formalities you have to submit following documents. (Please carry 2 sets of all testimonials)

- Photo copy of Photo Id proof (Drivers license, Passport, PAN card, Voters ID card etc)
- Address Proof (Telephone Bill, Electricity Bill, Drivers license, Passport, PAN card, Voters ID card etc)

A detailed appointment letter would be issued to you on your date of Joining.

For further queries/ clarifications please contact us between 2 to 9 pm at **9154959076**
Or email **Kamala.chigurupati@syf.com**

With warm regards,

Kameswari

Kameswari G
VP, HR - Asia Diversity & Recruitment COE Leader

SYNCHRONY INTERNATIONAL SERVICES PVT LTD

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011
techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder Mumbai 400 001

Ref: 965518/2238159/Permt **Date: 04th August, 2023**

Anisha Krishna Manga
H No - 29-1401/250, Road No - 3, West Deendayal Nagar,
Santoshmata Temple, Neredmet Ramakrishna Puram,
Medchal-Malkajgiri Telangana - 500056.
Phone No: 7569679095

Subject - Offer of Appointment

Dear **Anisha Krishna Manga,**

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Technical Support** on **U1** band**,** operating out of our **Hyderabad** office.

2. (a) You will be on probation for a period of 3 months from the date of joining the Company during which you will be on training covering the complete process and projects or services, mandated by the customer of the Company. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

(b) Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the training mandated by the customer of the Company.

3. Your "Annual Total Cash Compensation" will be **Rs. 314749 (Rupees Three Lakhs Fourteen Thousand Seven Hundred And Fourty Nine Only).** Please refer **Annexure-A** for details on the compensation and statutory deductions.

4. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

5. Your employment with us will be governed by terms and conditions as specified in **Annexure-B.**

6. You are required to join on **04th August, 2023** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

7. On the date of joining, you are requested to report to **Susma Sugumaran at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, SEZ Gate, Jubilee Enclave, Hitech City, Hyderabad - 500081**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.

8. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

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Fax: +91 40 2311 7011
techmahindra.com

Registered Office:
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9. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Susma Sugumaran** latest by **04th August, 2023**.

10. For any clarification / further Information on-
    - Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: TR00837566@TechMahindra.com)

For Tech Mahindra Limited



Mukul Sah
Group Head – HR & RMG

Encl: **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

Accepted

Date: Signature of Candidate:

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Annexure - A

NAME	**Anisha Krishna Manga**
TITLE	**Associate Technical Support**
BAND	**U1**
LOCATION	**Hyderabad**

Components of Total Cost to Company	**Rs. (Per Annum)**	**Rs. (Per Month)**
Basic (@35% of Total Fixed Pay)	95,168	7,931
HRA (@70% of Basic Pay)	66,618	5,551
Bonus/Statutory Bonus	16,800	1,400
Employer's contribution to Provident Fund (@12% of Basic Pay)	11,420	952
Employer's contribution to ESIC (@3.25% of Fixed Pay)	0	0
Personal Pay	81,903	6,825
Total Fixed Pay (Per Annum)	**271,908**	**22,659**
Total Variable Pay (TVP) (Per Annum) (*)	**30,212**	**2,518**
Cost to Company (CTC) .....(A)	**302,120**	**25,177**
Additional Benefits .....(B)		
Gratuity	4,578	
Insurance Premiums (towards GTLI, GMIP and GPAI)	8,051	
Total Cost to Company (TCC) (Per Annum) ------(A) + (B)	**314,749**	
Employee deductions (C)		
Employee's contribution to Provident Fund (@12% of Basic Pay)	11,420	952
Employee's contribution to ESIC (@0.75% of Fixed Pay)	0	0
Total (C)	**11,420**	**952**
Take Home PA (during Training)	249,068	20,756
Take Home PA (Post Training) @ 100% VP	279,280	23,273

Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.

(*) Performance incentive will not be applicable during training. Associate will be eligible for Performance Incentive post successful completion of Training based on the employee performance. Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year.

Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -

i) Gratuity : As per Payment of Gratuity Act

ii) Insurance
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakhs** to the beneficiary on the unfortunate death of the associate

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b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **Rs. 3 lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **Rs. 2 lakhs.**

c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.

iii) Company Transport:
- In the event of your availing Company provided transport to commute to and from office, deduction will happen from your salary as per applicable policy

With Best Wishes,
For Tech Mahindra Ltd.



Mukul Sah
Group Head – HR & RMG

Accepted by :

Location :
Date :

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Annexure – B

1) Employment Agreement

a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited. or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

c) Employee data – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

d) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

e) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have

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agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

(i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd

(ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.

(iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.

(iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.

(v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

f) Exclusivity of Services, Publications, Gifts/Anti-bribery

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.

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- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

g) Confidentiality / Non-Disclosure

a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

h) Non-Disparagement Obligations

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

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Fax: +91 40 2311 7011
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2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

3. Termination of Employment

(a) Either party can terminate this employment by serving a notice of **60** days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

(b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

(c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

(d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination**.**

(e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

(f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

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(g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

(h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. Statement of Facts

(a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies.

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Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. Personal Indebtedness

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. Restraints

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

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The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) Use of Company Resources

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(v) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

8. Overseas Service Agreement

As The Company will be spending substantial amount of time and money for your deputation /secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

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9. Intellectual Property Rights

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. Jurisdiction

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

The above terms and conditions including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client

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may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

Name in full :

Signature :

Address :

Date :

Place :

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Annexure- C - Medical Declaration

MEDICAL DECLARATION FORM			
Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	
First Name:		Last Name:	
Gender: Male / Female		Date of birth (DD/MM/YYYY)	
Blood Group			

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			

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Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? *(Please tick whichever applicable)*

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

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Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature:

Name: _____

Date: _____

(DD/MM/YY)

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Annexure – D – Checklist of the Documents

At the time of joining, you are requested to bring the following documents in **original(For Verification only)**, along with 1 copy of each.

(a) Certificates' supporting your educational qualifications along with marks sheets

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents – if any

(b) Your relieving letter from your present organization

(c) Service Certificate from the last employer as well as all previous employers.

(d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.

(e) Two passport-sized color photographs with white background.

(f) Valid Passport
Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(g) PAN Card and Proof of PAN Number
You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(h) Aadhaar Card
You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer.

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Annexure E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".
A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.

2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.

3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.

4) I hereby agree that :
   - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
   - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
   - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
   - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
   - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.
   - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon termination of my employment.
   - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

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- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

  Name:
  Signature:
  Date :

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Annexure - F - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) **Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) **Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED ACCEPTED

_____ _____

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Annexure – G

Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non-Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. Actions Required on Termination: Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. Covenant Against Disclosure: I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the

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names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. <u>Ownership of Work Product:</u> Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

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More reasons to #lovetobeTechM

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011
techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder Mumbai 400 001

6. Partial Restriction on Post-Termination Competition: Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. Covenant Not To Compete. I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and

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proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. Compliance Not Contingent Upon Additional Consideration: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. Damages and Remedies: I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. Severability: Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. Entire Agreement: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. Binding Effect: This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

13. Choice of Law: This Agreement will be governed and controlled in all respects by the laws of India.

14. Choice of Forum: The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

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Registered Office:
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In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited. For liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. Would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20___

Signature

_____
Name of Candidate

For and on Behalf Of
Tech Mahindra Limited

Mukul Sah
Group Head – HR & RMG

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Annexure – H

PROOF OF ACCEPTANCE OF
Code of Ethical Business Conduct (CEBC)
And
Statement of Policies and Procedures for Preventing Insider Trading

To
Tech Mahindra Ltd.
Date of Joining: _____
Dear Sir/Madam,
I _____ Associate Id No _____

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website (www.techmahindra.com >> Investors >> Overview), I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.
I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

Authorized Signatory (HR) Signature of the Associate
Name:

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August 10th, 2023

To,
Sai Lakshmi Prasanna Ramabhotla,
D/o: R Vishwanatha Sharma,
Hyderabad, Telangana.

Sub: Offer Letter
CONGRATULATIONS!

With reference to the interview, you had with Mergen Corporates Private Limited, we are pleased to offer you a career with us as a **"Business Analyst".** You made a favorable impression on everyone you met and we are happy with the prospect of your **joining our Company on or before August 11th, 2023.**

You will work for the **"Mergen Corporates Pvt Ltd"** located at Plot #247, 4th Floor, Trendz Aspire, Guttala Begumpet, Kavuri Hills, Madhapur, Hyderabad, Telangana, India 500033.

Termination of this offer: Mergen Corporates Pvt Ltd reserves the right to terminate the employment of any employee for just cause at any time within 15 days of the notice and with payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law.

Earnings: Your Annual Gross Salary shall be INR. 2,16,000/- (Rupees Two Lakh Sixteen Thousand Only). Your compensation details are confidential, and you may discussthem only with the undersigned in case of any clarifications. At the time of joining, it is mandatory for you to submit the documents requested in the mail to the MERGEN HR department. Your gross salary may revise after successful completion of 90 days of probation period and also depend on your work and professional performance.

Deductions: Professional Tax, Income Tax Deducted at Source, or any other statutory deductions **if applicable** will be deducted from your salary.

Duties & Obligations: Your whole time and energy shall be engaged in discharging your duties to the best interest of the Company/ Client. You shall abide by the instructionsgiven by the Company / Client. You are entrusted with all sorts of works of Mergen Corporates Private Limited or Its client. You must not let slip any trade secret or confidential matter/data of the Company during and after your employment with us. You must not engage yourself in any gainful profession, occupation, or business during the tenure of your service.



Conflict of Interest Policy: While you are employed at this Company, you will not engage in any other employment, consulting, or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Proprietary Information and Inventions Agreement: Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement.

Interpretation, Amendment, and Enforcement: This letter agreement supersedes and replaces any prior agreements, representations, or understandings (whether written, oral, implied, or otherwise) between you and the Company and constitutes the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

Signatures:

Employer: Mergen Corporates Pvt Ltd

Name: A Siddartha

Signature: Siddartha

Designation: HR Manager

Date: August 10th, 2023

Employee:

Name: _____

Signature:_____

Date:_____

NOTE : In accordance with the authorization on your application, your appointment is subject to your clearance of Background verification/Reference check and the documents or information provided by you to the Company are genuine.

You are being provisionally offered on the presumption that you have no criminal background as per law of the land and that the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals.



This offer is subject to satisfactory references being obtained.

It is mandatory to carry the original documents against which the attested photocopies would be Counter checked at the time of joining.

1) Passport Copy.
2) Copy of Educational Certificates.
3) Service /Relieving letter from the existing employer.
4) Last drawn Payslip.
5) PF Number.
6) PAN Number.
7) Form 16 from the existing employer.
8) Three-color passport-size photographs.
9) Photo ID & Address Proof.

Please acknowledge your acceptance of this letter by signing the duplicate copy of the Offer Letter. We welcome you On Board and we look forward to the beginning ofa mutually beneficial relationship with our Company.

Signatures:

Employer: Mergen Corporates Pvt Ltd

Name: A Siddartha

Signature:

Designation: HR Manager

Dated: August 10th, 2023

Employee:

Name: _____

Signature:_____

Date:_____



SALARY BREAK UP

Full Name	Sai Lakshmi Prasanna Ramabhotla
Employee Code	HMC-255
Designation	Business Analyst
Date of Joining	August 11th 2023
Location	Mergen Corporates, Madhapur, HYD

ANNUAL GROSS SALARY: INR.2,16,000/-
(Rupees Two Lakh Sixteen Thousand only)

This Break up says the monthly salary is credited into the Account.
Note: Any other statutory deductions **if applicable** will be deducted from your salary.

EARNINGS	
Basic	8280.00
HRA	4140.00
Special Allowance	5580.00
Total earnings per month	**18,000.00**
DEDUCTIONS	
Professional Tax	0
PF	0
Total Deductions	0
NET PAYABLE: INR.18,000/- **(INR Eighteen Thousand Only)**	

Signatures:

Employer: Mergen Corporates Pvt Ltd

Name: A Siddartha

Signature: A Siddartha

Designation: HR Manager

Dated: August 10th, 2023

Employee:

Name: _____

Signature:_____

Date:_____

Bail

New
Zen Info Solutions Pvt. Ltd.
Training Placement Outsourcing

#201, 2nd Floor, Gyan Arcade, Near Kanakadurga Temple, Beside Sheeshmahal Theatre, Ameerpet, Hyderabad-16. Email: hr@newzeninfotech.com, www.newzeninfotech.com

Date... 31/12/2022

Sl.No. 5182

Ph.No. 6301368144

Name R. Bhumika

Course .net/Testing-Python

Received an amount of Rs. 10,000 Rupees Ten thousand Rupees only

Due Amount Cleared Due Date —

Bhumika

Sathya.
Admin Signature

verizon

Verizon Data Services India Pvt. Ltd.
Regd. & Corp. Office:
8th Floor, Citius Block - B, Olympia Technology Park
Plot No. 1, SIDCO Industrial Estate
Guindy, CHENNAI - 600 032. INDIA

Tel: (91 44) 4394 5000
Fax: (91 44) 4394 4000
www.verizon.com

CIN: U72300TN2001PTC046551

Tuesday, April 11, 2023

Siddula Harshitha
H.NO:2-3-432,KRISHNA NAGAR COLONY,MACHA BOLARUM,ALWAL.,
SECUNDERABAD

Dear Siddula,

We are very excited to formally offer you the position of Junior Engr-Software Devt in Hyderabad for Verizon Data Services India Private Limited (the "Company") beginning on Monday, June 26, 2023. This letter describes the terms and conditions of your employment. Your employment is subject to satisfactory completion of background and reference checks, the absence of any bars or restrictions on your employment with the Company and your acceptance of these terms and conditions.

Employment Status

You will be on probation for an initial period of six (6) months, which the Company may extend in its sole discretion. During your probationary period, the Company can dispense with your services at any time by giving thirty day's notice or payment of salary in lieu thereof.

Compensation

Your compensation is as set forth in ANNEXURE I. This compensation shall be paid to you in accordance with the Company's normal payroll practices. You are expected to keep your compensation information confidential. All amounts payable to you by the Company pursuant to your employment shall be subject to requisite tax and other statutory deductions in accordance with applicable laws.

Leave and Benefits Plan

You will be eligible for leave and benefits as per Company policy.

Indian Statutory Schemes

You will be covered under the Employees Provident Fund Scheme from your date of joining the Company. In addition, at the time of separation from service, you may be entitled to gratuity under the Payment of Gratuity Act, 1972 and the Company's policies.

Compliance Documents and Personnel Policies

At our company, our reputation is a critical asset. Each and every one of us must focus on making it a point of pride. Our Code of Conduct clearly outlines our roles and responsibilities as employees and members of the Verizon community, and provides guidance on our daily decisions that affect the welfare of the Company. It is part of our culture, part of the way we do business. If you decide to accept our offer of employment, please read the Code in advance of your first day of employment; it is available via Verizon's external web site at: http://www.verizon.com/about/our-company/code-conduct Upon commencement of your employment, you will be required to complete a series of New Employee Forms, which will include a certification that you have read, understand and will abide by the Code in the course of your employment.

In addition, the Business and Scientific Information and Security Agreement (see Schedule 2) will apply during your employment. Moreover, your duties may require you to travel to and from Hyderabad. You may also be required to spend days away from Hyderabad depending on the requirements of your position. You should make yourself familiar with our travel and expense reimbursement policy.

Finally, Company personnel policies and practices will apply to situations not specifically addressed in this letter. The Company may, at its sole discretion, change these from time to time.

ANNEXURE I
SALARY STRUCTURE

Name: Siddula Harshitha
Designation: Junior Engr-Software Devt

COMPONENTS	ANNUAL	MONTHLY
BASIC SALARY	160000	13333
HOUSE RENT ALLOWANCE	80000	6667
FLEXI BENEFIT PLAN #	133104	11092
GROSS SALARY	**373104**	**31092**
PROVIDENT FUND	19200	1600
GRATUITY	7696	641
COST TO COMPANY	**400000**	**33333**
VERIZON INCENTIVE PAY AS PER POLICY: TARGET RANGE 0-5% OF CTC*	20000	
GRAND TOTAL	**420000**	

*Verizon Incentive Pay is purely based on individual and organizational performance and at the discretion of the management. This component is non-negotiable.
Employees can allocate their "Flexi Benefit Plan" amount under four (4) heads of reimbursements, viz., Meal voucher, Telephone, Leave Travel Allowance and Vehicle Reimbursements subject to eligibility thresholds applicable to their job bands ("Reimbursements"). Unallocated or remaining "Flexi Benefit Plan" amount will be paid as Special Allowance on a monthly basis. Unclaimed Reimbursements will be paid to the individual as an allowance at the end of the financial year subject to applicable tax. For more details on eligibility and limits, please refer the Compensation Policy on About you.

Yours faithfully,
For Verizon Data Services India Private Limited

Balamurugan Muthukumaraswamy
Senior Manager - Talent Acquisition



Strictly Private and Confidential

Date: 06/28/2023

Snigdha Roy

C12061478

15/16 F, Janapriya Bungalows, Macha Bolarum, Alwal, Secunderabad, Telangana, 500010

6281284547

Dear **Snigdha Roy,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering

Please refer to:

• Annexure I for the compensation and benefits details.

• Annexure II for documentation to be submitted by you.

• Annexure III Terms of Employment

• Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Reference Id: a472413f-1deb-4075-9c3f-1604dc6e5312_1
Signed By: MAHESH VASUDEO ZURALE

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment,in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

• The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.

• After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

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 Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture 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 Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

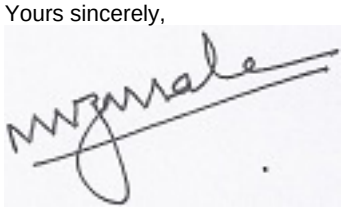
After accepting this Offer, we encourage you visit Countdown to the Company-

(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on *https://indiacampus.accenture.com/myzone/accenture/auth/login*

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

_____

Snigdha Roy

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	25,500/-
Maximum Annual Total earning potential(A+B)	3,25,500/-
(C)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 13,700/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 344200/-

(D)##Additional Discretionary Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares **at 15% discount on the fair market value**	

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your 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/regulations 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.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to 2 times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1.Medical:

a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

2.Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3.Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (D) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

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.

a) 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.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates

regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1.Two copies of your recent passport size photographs.

2.Original marksheet of all semester (PG/UG).

3.Original provisional degree certificate or convocation degree certificate.

4.Copy of X, XII and all semester mark sheets of PG & UG Degrees.

5.Copy of Degree/PG/Diploma (as applicable) certificates.

6.Passport copy, if available (if not please apply immediately).

7.Pan Card

8.Certification Completion Document (as mentioned in the eligibility criteria)

9.Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture 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 Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture 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 Accenture. 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 Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

_____

Snigdha Roy

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its

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A Hitachi Group Company

05-Nov-23

To
A Chandu

Subject: Contractual Assignment with GlobalLogic Technologies Private Limited ("GlobalLogic")

Dear A

We are pleased to offer you (hereinafter referred as "you" or "Contractor") contractual assignment (hereinafter referred as "Assignment") as **Associate Analyst, Content Engineering** for the period starting from **06-Nov-23 up to 31-Dec-23**. The terms & conditions of your Assignment are as follows:

a. The Assignment shall be effective from **06-Nov-23 up to 31-Dec-23.** The same can be extended upon mutual written acceptance both the parties.

b. The Contractor shall devote such of its time, attention, skills and ability to the performance of services as may be necessary for the efficiency and output of the deliverable and as per GlobalLogic's quality and productivity standards/norms.

c. Subject to satisfactory fulfillment of your Assignment, you will be paid a monthly remuneration, as per annexure 1.

d. The scope and obligations of your Assignment may be revised by GlobalLogic from time to time, depending on its business, service and/or operational requirements, provided, any material change shall be discussed mutually before being effective.

e. The Assignment shall stand immediately terminated, without any liability to GlobalLogic, in case you are found indulging in any fraud, malpractice, misconduct or any activity which GlobalLogic finds against the interests of the Organization.

f. This Assignment may be terminated by GlobalLogic, without notice, in the event of:
    a. Any Breach by the Contractor of any of the provisions of this Assignment.
    b. Non-fulfillment of the obligations undertaken by you, for any reason or for any period.
    c. Your performance is not found to be acceptable by GlobalLogic.

g. Either party can terminate this Assignment without assigning any reason, by giving a minimum Seven (7) days of notice to the other party or payment of Basic salary of Seven (7) days to the other party in lieu of notice thereof as per discretion of the GlobalLogic.

h. Intellectual Property Rights: The proprietary rights to the work the Contractor does during the Assignment shall belong to GlobalLogic. Contractor acknowledges and agrees that GlobalLogic shall retain its Intellectual Property Rights in any document or content that GlobalLogic supplies to the Contractor and the Contractor hereby assigns to GlobalLogic all Intellectual Property Rights in all materials created by the Contractor in the course of performing the Services. Further, Contractor represents and warrants to GlobalLogic that any material that it provides to GlobalLogic or uses in the process of providing services to GlobalLogic will not infringe the Intellectual Property Rights of any third party.

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i. Contractor shall be required to work for 9.5 hours in any shift (including lunch break). While working for Client on projects, working hours and notified holidays of the client may apply. GlobalLogic may expect the contractor to devote extra time as and when required, towards work other than the normal working hours. Such requirements may arise on account of specific projects, deadlines, products, assignments, events, or the like. The extra time devoted by the contractor shall be referred to as "Overtime".

j. GlobalLogic shall have the right to make appropriate **statutory** deductions from the monthly **remuneration** payable to the Contractor.

k. The Contractor shall comply with all statutory requirements as may be applicable.

l. The **Contracto**r will also be subject to all standard GlobalLogic Data Protection and Network Security policies that either GlobalLogic or its customers may require the Contractor to sign to such effect at any time. The Contractor will abide by the Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any such terms and conditions, which shall be binding on the Contractor.

m. You are required to familiarize yourself with "Policy against Sexual Harassment at the Workplace" and comply with it at all times. Sexual Harassment is regarded as serious misconduct and the same will be dealt as per the Policy and as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013/Rules/any amendments thereof. Any instances of harassment are regarded as serious issues and noncompliance may lead to disciplinary action being instigated against you.

n. The Contractor is engaged by GlobalLogic as an independent contractor to perform the Services.

o. This engagement does not create a relationship between GlobalLogic on the one hand and the Contractor on the other hand of employer and employee, principal and agent, partnership or joint ventures.

p. Other than as expressly set out in this engagement, the Contractor shall not receive any benefits or emoluments which GlobalLogic's employees have received, or may be entitled to receive, including (without limitation) the following benefits:
   i. Loans or leases given by GlobalLogic to its employees;
   ii. bonuses or distributions of cash or shares given by GlobalLogic to its employees;

q. This engagement does not limit GlobalLogic's rights to enter into agreements/engagements of a like nature with any third parties.

r. All documents, papers and records of every kind (written or recorded) whether originals, copies or reproductions and whether prepared by the Contractor or by others, relating to the business and finances of GlobalLogic shall be sole and exclusive property of GlobalLogic. The Contractor shall not remove any of the above materials and shall not at any time give or disclose such materials to any unauthorized person, or entity. Upon separation, Contractor shall return to GlobalLogic all such material including copies.

s. The Contractor shall not, under any circumstances, act as an agent or representative of GlobalLogic.

t. The Contractor will not disclose or use at any time, except with prior written approval, any confidential information relating to the organization. Such confidential information includes, but is not limited to the Organization's"
   i. Sales, revenues, profits and other accounting figures.
   ii. Customer lists.
   iii. Trade secrets and agreement with other companies and/or Contractors.
   iv. Software code, design, and plans thereof.
   v. Relationship with Contractors, customers, other Contractors or suppliers.
   vi. Opportunities for new or developing business.
   vii. Written norms.
   viii. Any Emails sent or received by you originating from or ending at the organization's network.
   ix. Any other company document marked "confidential".
   x. Information pertaining to any Contractor, regular or part time or on contractual assignment.

u. You will abide by all the rules, regulations and policies of the company. GlobalLogic. Reserves the right to amend such policies as needed. You will also be subject to all standard GlobalLogic Data Protection and Network Security policies and either GlobalLogic or its customers may require you to sign a statement to such effect at any time.

v. You shall be required to keep the information regarding the remuneration details agreed between you and GlobalLogic strictly confidential at all times. You shall not disclose your salary to any colleague either before/during your assignment with GlobalLogic.

w. Your confidentiality obligations are as detailed below:
   a. You must not use or disclose to any person any confidential or other potential business transactions, information relating to Company and its Clients business (including, without limitation, computer programs, manuals, source code, object code, technical drawings and algorithms, supplier or potential supplier names, customer or potential customer names and expertise of entities, business contacts, employees and consultants, know-how, formulae, methods of doing business, processes, ideas, inventions, (whether patentable or not), schematics and other technical, business, financial, customer and product development plans, forecasts, strategies, and information, any information relating to the Company or its Clients including the details of the Clients, vendors, and their terms of business, financial information (save to the extent that these are included in published audited accounts) which comes in your possession and which the Company regards, or could reasonably be expected to regard, as confidential, whether or not such information is reduced to a tangible form or marked in writing as "confidential", and any and all information which has been or maybe derived or obtained from any such information) and/ or any other potentially sensitive business information relating to our business or our clients which may come to your knowledge during the course of your assignment. The aforementioned information shall collectively be referred to as "Confidential Information".
   b. This obligation applies both during and after your assignment with us. We consider confidentiality as an extremely important issue and will take appropriate disciplinary action in the case of unauthorized disclosure of confidential information.
   c. This clause is not intended to prevent you disclosing information required by or allowed by law.
   d. This clause is to be read in conjunction with the Non-Disclosure Agreement that you will sign at the time of joining the Company

x. During the course of your assignment with the Company, you may provide the Company with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including but not limited to your financial information, email address, addresses, telephone numbers, shareholdings, physiological and/or mental health information, and medical records and history (your Personal Data). You acknowledge that the Company may collect, use, transfer, store or otherwise process (Process) such Personal

Data as required per the Company's policies, to facilitate the conduct of the Company's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Company will process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who processes Personal Data on our behalf adheres to such requirements. You hereby consent to the Processing of your Personal Data in the manner described above, whether by the Company or any service provider on the Company's behalf.

y. From the date of acceptance of this offer letter, this will become a formal agreement of contractual assignment with you and no appointment letter will be issued separately.

z. During the assignment period with the Company, you shall not be entitled to work as an Intern, Full Time Employee, Apprentice, Consultant, Trainee with any other organization whether for consideration or otherwise. In case, it is discovered or come to the knowledge of the Company that you are working in such capacity with any other Organization, your assignment with the Company can be terminated with immediate effect and without any liability on the part of the Company. Your assignment shall stand immediately terminated, without any liability to GlobalLogic, in case you are found indulging in any fraud, malpractice, misconduct/performance issues or any activity which GlobalLogic finds against the interest of the organization.

aa. During the assignment period, you may be issued Company's assets (for example: Laptop, Dongle, USB Drive or any other such device or effect), you shall take care of the same in the best professional manner. You shall be held liable for any damage or loss of the Company asset/ property and the same may be deducted from your payables from the Company or recoverable from you otherwise.

bb. It is expected that employees appreciate the importance of proper behavior and appearance in business life and they ensure their dress, grooming and appearance are appropriate to professional business life. Your dress, grooming and appearance should reflect favorably upon other team members in the Company.

To ensure that you have a full understanding of the terms and conditions of your prospective assignment with GlobalLogic and the benefits available to you there are a number of enclosures to this letter which we hope you will find interesting and informative and have agreed to abide by them in form and substance. On joining you will be able to access Company's Intranet site, which contains comprehensive information regarding all benefits, policies and procedures but, in the meantime, to answer any questions you may have, please do not hesitate to contact your respective People Partners in People Development Function.

The Contractor's assignment with GlobalLogic is contingent upon successful completion of the background check per GlobalLogic and Client Background check verification process. GlobalLogic reserves the right to terminate the assignment agreement if the results of your background investigation are not successful.

This offer letter is subject to further condition that:

(a) Your assignment is subject to your approval and signing of our Non-Disclosure Agreement (NDA) at the time of joining.

(b) By accepting this offer, you are expressing your consent to share the BGV report with third parties including but not limited to Clients of GlobalLogic with whom you can be deputed to work from time to time.

(c) This offer is valid up to **subject to your joining GlobalLogic on the given joining date**.

In the event that you are requested or required by oral questions, interrogatories requests for information, court warrants, civil investigative demand, by order of any governmental authority, or similar legal process to disclose any of

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The confidential information supplied to you, you agree that you will provide the organization with prompt written notice of such request(s).

Please sign a copy of this document **acceptance of the terms** of your Assignment.

Looking forward to a mutually beneficial association with you.

Cordially,

Authorized Signatory



Shuchita Shukla
Associate Vice President, People Development

Declaration

I have read and understood the above terms and conditions of assignment and am accepting the same. I will be reporting on **06-Nov-23.**

Date: Signature: _____

Mailing | U-3, 6th Floor Block -1, DLF Info City Hyderabad Ltd., IT/ITES SEZ, Gachibowli Village, Serilingampally Mandal, Rangareddy Dist, TS, India - 500019

Registered | 6th floor, Block 1, DLF Cyber city, Hyderabad, Telangana 500019
Phone | 91.40.6141.9900

Phone | 91.40.6141.9900

Web | www.globallogic.com
Mail | info@globallogic.com

CIN | U72200TG2006PTC067980 GlobalLogic Technologies Private Limited (Previously known as GlobalLogic Technologies Limited)

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Annexure -1 Salary Structure	
Name : A Chandu	
Designation: Associate Analyst, Content Engineering	**Grade: CONT Band: Direct Contract**
WEF: 06-Nov-2023	**Location : Hyderabad**
Section A - Gross Fixed Salary Break Up	
Section A - Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10759
House Rent Allowance	7029
Statutory Bonus(As per Payment of Bonus (Amendment) Act, 2015)	1800
Special Allowance	0
Total Monthly (A)	**19588**
Total Monthly Annualised (B)	**235056**
Annual Components (In Rs.)	
ESI Information***	7644
Provident Fund (As per the PF Act 1952)	15504
Total Annualised (C)	**23148**
Total Fixed Annual Gross Salary (B + C)	**258204**
Section B - Additional Benefits	
Health Benefits (Annualized Amount)	
Mediclaim Insurance	2723
Total of Section B	**2723**
Total CTC (Section A + B)	**260927**

In addition to Mediclaim, employee will be covered under below additional benefits –
1. Group Term Life Insurance : Rs. 5 Lacs
2. Group Personal Accident Insurance worth Rs. 2 Lacs

****An employee contribution of 0.75% will be deducted from employees in hand salary*
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

For ***GlobalLogic Technologies Private Ltd.*** ***Signature***



Shuchita Shukla
Associate Vice President, People Development

A Chandu
Associate Analyst, Content Engineering

Mailing | U-3, 6th Floor Block -I, DLF Info City Hyderabad Ltd., IT/ITES SEZ, Gachibowli Village, Serilingampally Mandal, Rangareddy Dist, TS, India - 500019

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Annexure -2

As part of the joining process, you are expected to get originals, for verification, of the following documents:

1. **Personal Data:**

    a. Passport
    b. 8 Photographs (Passport size)
    c. PAN No. Details. In case of non-availability of PAN, photocopy of application.
    d. Mark Sheets and Certificate of Class X & Class XII
    e. Graduation Certificate
    f. Post-Graduation Certificate
    g. Mark sheets for all semesters during Graduation & Post Graduation
    h. Mark sheets and Certificates of Diploma(s)
    i. Mark sheets and Certificates of any training(s) attended
    j. Any other additional diplomas/certificates (Mark-sheets)

2. **Previous Experience Record:**

    a. Relieving Letter and Work Experience Certificate from all previous employer(s) showing duration of employment, projects worked and technology used (where ever possible)
    b. Copy of the resignation letter
    c. Salary slip/ certificate from the last employer
    d. PF Account No., Regd. Address of PF Trust / Commissioner for last 2 companies
    Income Tax
    e. Form 16/ TDS certificate from ex-employer

For ***GlobalLogic Technologies Private Ltd.***



Shuchita Shukla
Associate Vice President, People Development

Mailing | U-3, 6th Floor Block -I, DLF Info City Hyderabad Ltd., IT/ITES SEZ, Gachibowli Village, Serilingampally Mandal, Rangareddy Dist, TS, India - 500019

Registered | 6th floor, Block 1, DLF Cyber city, Hyderabad, Telangana 500019
Phone | 91.40.6141.9900

Phone | 91.40.6141.9900

Web | www.globallogic.com
Mail | info@globallogic.com

CIN | U72200TG2006PTC067980
GlobalLogic Technologies Private Limited (Previously known as GlobalLogic Technologies Limited)

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011
techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder Mumbai 400 001

Ref: 974809/2266469/Permt **Date: 25th October, 2023**

Anson Daniel
H No 1421 Mirjalguda KMalkajgiri Near Chinmaya High School
Secunderabad Hyderabad Telangana - 500047.
Phone No: 8179503006

Subject - Offer of Appointment

Dear **Anson Daniel,**

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Analyst** on **U1** band**,** operating out of our **Hyderabad** office.

2. (a) You will be on probation for a period of 3 months from the date of joining the Company during which you will be on training covering the complete process and projects or services, mandated by the customer of the Company. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

(b) Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the training mandated by the customer of the Company.

3. Your "Annual Total Cash Compensation" will be **Rs. 312596 (Rupees Three Lakhs Twelve Thousand Five Hundred And Ninety Six Only).** Please refer **Annexure-A** for details on the compensation and statutory deductions.

4. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

5. Your employment with us will be governed by terms and conditions as specified in **Annexure-B.**

6. You are required to join on **25th October, 2023** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

7. On the date of joining, you are requested to report to **Susma Sugumaran at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, SEZ Gate, Jubilee Enclave, Hitech City, Hyderabad - 500081**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.

8. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

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Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011
techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder Mumbai 400 001

9. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Susma Sugumaran** latest by **25th October, 2023**.

10. For any clarification / further Information on-
    - Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: **TR00837566@TechMahindra.com**)

For Tech Mahindra Limited



Mukul Sah
Group Head – HR & RMG

Encl: **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

Accepted

Date: Signature of Candidate:

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Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011
techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder Mumbai 400 001

Annexure - A

NAME	**Anson Daniel**
TITLE	**Associate Analyst**
BAND	**U1**
LOCATION	**Hyderabad**

Components of Total Cost to Company	**Rs. (Per Annum)**	**Rs. (Per Month)**
Basic (@35% of Total Fixed Pay)	94,500	7,875
HRA (@70% of Basic Pay)	66,150	5,512
Bonus/Statutory Bonus	16,800	1,400
Employer's contribution to Provident Fund (@12% of Basic Pay)	11,340	945
Employer's contribution to ESIC (@3.25% of Fixed Pay)	0	0
Personal Pay	81,210	6,767
Total Fixed Pay (Per Annum)	**270,000**	**22,500**
Total Variable Pay (TVP) (Per Annum) (*)	**30,000**	**2,500**
Cost to Company (CTC) .....(A)	**300,000**	**25,000**
Additional Benefits .....(B)		
Gratuity	4,545	
Insurance Premiums (towards GTLI, GMIP and GPAI)	8,051	
Total Cost to Company (TCC) (Per Annum) ------(A) + (B)	**312,596**	
Employee deductions (C)		
Employee's contribution to Provident Fund (@12% of Basic Pay)	11,340	945
Employee's contribution to ESIC (@0.75% of Fixed Pay)	0	0
Total (C)	**11,340**	**945**
Take Home PA (during Training)	247,320	20,610
Take Home PA (Post Training) @ 100% VP	277,320	23,110

Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.

(*) Performance incentive will not be applicable during training. Associate will be eligible for Performance Incentive post successful completion of Training based on the employee performance. Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year.

Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -

i) Gratuity : As per Payment of Gratuity Act

ii) Insurance
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakhs** to the beneficiary on the unfortunate death of the associate

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b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **Rs. 3 lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **Rs. 2 lakhs.**

c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.

iii) Company Transport:
- In the event of your availing Company provided transport to commute to and from office, deduction will happen from your salary as per applicable policy

With Best Wishes,
For Tech Mahindra Ltd.



Mukul Sah
Group Head – HR & RMG

Accepted by :

Location :
Date :

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Annexure – B

1) Employment Agreement

a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited. or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

c) Employee data – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

d) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

e) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have

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agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

(i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd

(ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.

(iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.

(iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.

(v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

f) Exclusivity of Services, Publications, Gifts/Anti-bribery

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.

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- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

g) Confidentiality / Non-Disclosure

a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

h) Non-Disparagement Obligations

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

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2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

3. Termination of Employment

(a) Either party can terminate this employment by serving a notice of **60** days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

(b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

(c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

(d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination**.**

(e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

(f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

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(g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

(h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. Statement of Facts

(a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies.

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Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. Personal Indebtedness

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. Restraints

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

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The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) Use of Company Resources

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(v) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

8. Overseas Service Agreement

As The Company will be spending substantial amount of time and money for your deputation /secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

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9. Intellectual Property Rights

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. Jurisdiction

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

The above terms and conditions including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client

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may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

Name in full :

Signature :

Address :

Date :

Place :

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Annexure- C - Medical Declaration

MEDICAL DECLARATION FORM			
Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	
First Name:		Last Name:	
Gender: Male / Female		Date of birth (DD/MM/YYYY)	
Blood Group			

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			

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Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? *(Please tick whichever applicable)*

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

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Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature:

Name: _____

Date: _____

(DD/MM/YY)

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Annexure – D – Checklist of the Documents

At the time of joining, you are requested to bring the following documents in **original(For Verification only)**, along with 1 copy of each.

(a) Certificates' supporting your educational qualifications along with marks sheets

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents – if any

(b) Your relieving letter from your present organization

(c) Service Certificate from the last employer as well as all previous employers.

(d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.

(e) Two passport-sized color photographs with white background.

(f) Valid Passport
Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(g) PAN Card and Proof of PAN Number
You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(h) Aadhaar Card
You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer.

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Fax: +91 40 2311 7011
techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder Mumbai 400 001

Annexure E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".
A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.

2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.

3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.

4) I hereby agree that :
   - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
   - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
   - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
   - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
   - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.
   - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon termination of my employment.
   - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

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- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

  Name:
  Signature:
  Date :

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Annexure - F - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) **Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) **Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED ACCEPTED

_____ _____

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Annexure – G

Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non-Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. Actions Required on Termination: Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. Covenant Against Disclosure: I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the

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names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. <u>Ownership of Work Product:</u> Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

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6. Partial Restriction on Post-Termination Competition: Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. Covenant Not To Compete. I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and

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proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. Compliance Not Contingent Upon Additional Consideration: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. Damages and Remedies: I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. Severability: Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. Entire Agreement: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. Binding Effect: This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

13. Choice of Law: This Agreement will be governed and controlled in all respects by the laws of India.

14. Choice of Forum: The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

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In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited. For liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. Would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20___

Signature

_____
Name of Candidate

For and on Behalf Of
Tech Mahindra Limited

Mukul Sah
Group Head – HR & RMG

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Annexure – H

PROOF OF ACCEPTANCE OF
Code of Ethical Business Conduct (CEBC)
And
Statement of Policies and Procedures for Preventing Insider Trading

To
Tech Mahindra Ltd.
Date of Joining: _____
Dear Sir/Madam,
I _____ Associate Id No _____

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website (www.techmahindra.com >> Investors >> Overview), I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.
I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

Authorized Signatory (HR) Signature of the Associate
Name:

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Data Marshall®
Healthcare Analytics | Revenue Enhancement

Data Marshall Private Limited
Plot #6, D. No. 8-2-268/K/6,
Road #2, Banjara Hills, Hyderabad,
Telangana - 500034, India.

Tel: +91 (40) 23555729/30
Web: www.datamarshall.com
Email: hr@datamarshall.com
CIN: U72900TG2002PTC038538

ISO/IEC 27001:2013 Certified

Private & Confidential

24th May 2023

To

Mr/Mrs. Bandi Nikhil Kumar

Hyderabad.

Dear **Bandi Nikhil Kumar,**

Congratulations!

Further to your application and the subsequent selection process that you have appeared with us in campus placement drive conducted at Loyola College - Hyderabad, we are delighted to offer you the role of **Trainee – AR** at an agreed annual compensation of **Rs. 2,89,565/-**and your place of working will be **Hyderabad.**

Your Training start date with us would be **01st June 2023.** we would appreciate your joining **Data Marshall Private Limited, Hyderabad** on or before your start date, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

As informed you during our pre-placement talk, first 4 – 6 weeks will be an assessment period in training program, you will be eligible for onboarding as employee of the organization subject to you successfully clearing the assessment test. A detailed appointment letter along with your compensation break-up shall be provided to you at the time of your onboarding as regular employee with **Data Marshall Pvt Ltd**.

You will be eligible for a retention bonus as a part for the retention agreement for every 6 months for a period of 18 months (after completion of 1 month of classroom training). The terms and conditions of the retention agreement will be provided along with the appointment letter.

The following documents are required to be produced at the time of joining. Please provide originals and self-attested photocopies; originals will be returned after verification. All the documents are mandatory and should be submitted on the date of joining.

1. Photocopies of Academic Certificates from 10th to Highest Degree.
2. Photocopy of Proof of Address (Aadhar card)
3. Photocopy of ID Proof (Aadhar Car/ Passport / PAN Card / Driving License / Voter ID)
4. Five latest Passport size color photographs in formal attire

We take great 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. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

For Data Marshall Pvt. Ltd

DocuSigned by:
Sharath Kumar
24E165D65A6645D...

Sharath Kumar
Vice President – Operations

Data Marshall.
Healthcare Analytics | Revenue Enhancement

SALARY STRUCTURE

Name: Bandi Nikhil Kumar
Designation: Trainee – AR

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8565
HRA	3426
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2138
Fixed Salary	**17,129**
Basket of allowance	0
Meal Voucher	0
Gross Salary	**17,129**
CCA / NSA	3,500
Total Monthly Earnings	**20,629**
Deductions	
PF	1,800
ESI	129
Professional Tax	200
Income Tax	-
Total deductions	**2,129**
Net Salary per month	**18,500**

Monthly Benefits	
PF	1,950
ESI	557
Total Additional benefits	**2,507**
Cost to Company per month	**23136**

Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,933
PLI	-
ANNUAL COST TO COMPANY	**289,565**

Notes:

*BONUS WILL BE PAID ON THE EVE OF DIWALI (AFTER COMPLETION OF ONE YEAR BY DIWALI).

**GRATUITY AND INCOME TAX ARE AS PER APPLICABLE LAWS.

*** SHIFT ALLOWANCE WILL BE PAID MONTHLY AT THE RATE OF RS. 3,500/- MAX SUBJECT TO ELIGIBILITY.

****PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.

For Data Marshall Pvt. Ltd.

DocuSigned by:
Sharath Kumar
24E185D65A6945D...

Sharath Kumar
Vice President - Operations

KOLORS™
KOLORS HEALTH CARE
Since 2004

KHR /23-24/ **30.05.2023**

To,

Mr.B.Akshay Kumar

Subject: Offer Letter

With Regards to our discussions with you, It gives us great pleasure to offer you an appointment to join our organization as **"Call Center Executive"**. with offered salary of 15,000/-Gross Per Month.

Your place of work will be at **Kolors Healthcare India Pvt Ltd. Corporate office.**

Please return one duly signed copy of this offer as a token of your acceptance to us with the proposed date of joining. You are requested to join us on or before **01st June 2023.** Carry all requested documents at the time of joining.

We welcome you to Kolors Healthcare, looking forward for your significant personal and professional growth with us.

With best wishes

KOLORS HEALTHCARE INDIA PVT. LTD. Corporate

For M/S Kolors Healthcare India Pvt Ltd

Corporate Office:
KOLORS HEALTHCARE INDIA PVT.LTD.
59/8, Above Reliance trends ,1st Floor,
Karkhana, Secunderabad - 500 015
Corporate Identity No. U74900TG2010PTC066775

Ph : 040 277 44446
Email : info@kolorshealthcare.com
Website : www.kolorshealthcare.com

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KOLORS HEALTH CARE
Since 2004

ANNEXURE – A

- Please furnish the following at the time of joining:

1. Educational Qualification Certificates (Original & Photocopy)
2. Experience Certificate and Relieving Certificates from the previous employers.
3. Copy of Resignation / Acceptance Letter from the current employer.
4. Passport size photograph (3 no's)
5. Copy of Address Proof and Pan Card
6. Last Month Salary Slip.

- While performing your duties, any information connected with the Company's/Client's financials, processes, documents, plans, trade secrets, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your service with the Company or thereafter. In the event of your acting in any contract or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
- You are required to carry yourself in a way that it enhances the Image of **Kolors Healthcare India Pvt Ltd**
- You are required to keep us informed of any change in your personal details (residential address, marital status, educational qualifications, dependant's details etc) or in your civil status.
- This contract of employment is terminable from employer anytime of prohibition or training period which is Six months.

Jun 19 2023 **HR/BP/HC_APP869404**

Mr. Gorakala Venkatesh

Letter of Appointment

Dear Gorakala ,

1.0 **Appointment:** We are pleased to offer you an **Appointment** in our company as "**Trainee Process Consultant**" 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 **Jul 07 2023**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on Sagility India Private Limited.

3.0 **Initial Posting & Reporting**: Your initial posting in the normal course will be **Hyderabad** 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 8 (eight) 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 here with as Annexure – I. The said terms shall (and as maybe modified from time to time) be applicable to you.

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

Yours sincerely,

_____

Nitin Singh
Senior Manager Human Resources
Sagility India Private Limited

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

Signature: _____
Name: _____
Date: _____

Encl: Annexure – I & II

Annexure- I 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.

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.

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 **Training:** You will be initially, on training for a period of twelve 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 training.

2.1.1 Your continuation in the service of the company is subject to your satisfactory performance during the period of **training** 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 for a cumulative annual / earned leaves of 30 days, as per the Sagility India Private Limited employee leave policy. However during the first 6 months of service, you are not encouraged to avail leave even though the earned / annual leave shall accrue to your account as per the Employee leave policy from time to time.

2.1.3 You will deemed to be confirmed on completion of 12 months of satisfactory completion of your training unless otherwise communicated to you by the company in writing. During the period of training 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.

Proviso: Provided, however, that the above requirement may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.

2.1.4 Please note that in the event of your not joining the Company on or before the date mentioned in this letter of appointment, this letter of appointment shall automatically stand revoked

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.

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 month, 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 month's notice or **month's** basic salary in lieu of notice. Similarly, during this period you may also resign your appointment with month's notice or payment of month's basic salary in lieu of notice, at the discretion of the company.

Provision: Provided, however, that the above requirement for notice may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.

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 company's confidentiality policy and sign such agreements that the company may require for the adequate protection of all its information.

2.5 **Intellectual Property:** The rights to any invention, discovery or creation of any system or method related to the company's operation and arising out of any work done in the course of your employment shall automatically vest with the company. In this connection wherever required, the company may obtain patent rights in its name (or jointly with others) based on the fact of your invention, discovery or other creative effort. The company may require you to sign invention assignment and such other agreements as may be necessary for the company to obtain patents and/or register its intellectual property rights. You will not, in any event be entitled to any compensation apart from as aforesaid for such acts. Notwithstanding anything contained herein and any rewards/compensation/performance bonus or other acknowledgment of whichever kind, shall be deemed to confer on you, any rights towards that invention, discovery, process improvement, or other intellectual property right in system or method.

2.6 **Software & Legal Compliance:** The Company shall be the sole owner of any software developed by you during your employment with the Organization, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the software. You shall not claim any income nor benefit from any such development at any point of time. You shall also sign a document to this effect if required by the company. Any duplication of licensed software is not allowed except for backup or archival purpose. You shall ensure that the Company complies with all statutory and/ or legal requirements with regard to the area of your responsibility.

2.7 **Statutory Compliance:** You shall strictly adhere to the applicable laws and regulations in India and other country (ies) including without limitation work permits, immigration requirements, etc

2.8 **Company Property:** You shall take reasonable care in maintaining and protecting the assets, properties, facilities, software and hardware, if and when provided by the company, for your use. On demand, you shall take steps to return such assets, properties etc., back to the company in the same condition as given, subject to normal wear and tear, on cessation of employment or any other time, as may be required by the Company. Failing this, the company shall be entitled to recover such costs/ compensation as it may deem fit, keeping in view the cost of such assets, properties etc.

2.9 **Job Assignment:** You may during the course of your employment be given any assignment either arising out of the company's business or that the management in its subjective judgment deems fit with reference to your skill sets, background, qualification or experience. Refusal to carry out such assignments as are allotted to you solely on, amongst others, grounds that it has not been part of your usual duties during your employment shall be deemed serious misconduct and grounds for immediate termination of employment. You will also not be entitled to any additional compensation for carrying out any such assignments/job.

2.10 **Transfer:**

2.10.1 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.

2.10.2 Although the company will endeavour 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.

2.10.3 In the event that you are deputed to perform work on / at client sites, you hereby agree and undertake as follows: -

2.10.3.1 that you shall follow and be governed by the rules and regulations applicable.

2.10.3.2 That you shall honour 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.

2.10.3.3 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.

2.10.4 In all such cases of transfer you shall be governed by the company's transfer policy and procedure.

3.0 Other terms and conditions:

3.1 **Working Hours** – The business hours of the office are 9:30 A.M till 6:30 P.M and the company is operational on a 24/7/365 basis. You are expected to report to work promptly at the scheduled time each day as per shift that you are assigned to as required. This is for ensuring smooth conduct of work as per the company's policy.

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 it's right to make the deductions in the available time frame in the on-going year.

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 it's 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 Comp any'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 any time, 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 **Relocation**: expenses towards shipment of household goods/ car (as applicable): You are entitled to avail relocation assistance as per the Sagility India Private Limited Employee Relocation Assistance Policy. In the event of voluntary cessation of employment with the company within one year from data of joining. You shall be liable to pay the amount received towards shipment of household goods and / or car as per the retention clause in the policy.

14.0 **Maternity Benefit:** All women employees would be entitled for maternity benefits as per the prevailing Maternity Benefit Act

15.0 **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.:

ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	**Gorakala Venkatesh**			
Designation	**Trainee Process Consultant**			
Grade	**PC2**	**Location**	**Hyderabad**	
Components	**w.e.f - DOJ**		**Monthly**	**Annual**
"A" FIXED				
Basic			5,910	70,920
House Rent Allowance			2,364	28,368
Shift Allowance			5,000	60,000
Skill Allowance			884	10,608
"A" Sub-total – Gross Pay			**14,158**	**1,69,896**
"B" RETIRAL BENEFITS				
Advance against Statutory Bonus			1,182	14,184
Provident Fund **– *Employer's Contribution***			1,415	16,980
Gratuity			284	3,408
ESIC Contribution **– *Employer's Contribution***			499	5,988
"B"Sub-total– Retiral benefits			**3,380**	**40,564**
Total Salary Cost (A + B)			**17,538**	**2,10,460**
"C" VARIABLE PAY				
Performance Incentives ***(@ 100% of given achievement targets)***			2,000	24,000
"C" Sub-total - Variable			**2,000**	**24,000**
Total Cost to Company (A + B + C)			**19,538**	**2,34,460**
"D" INSURANCE / OTHER BENEFITS				
Total Cost to Company : (A + B + C + D)			**19,538**	**2,34,460**
Net Salary*- This is an approximate net amount and is subject to vary based on any change of rules or law relating to employee compensation (not limited to change in PF or ESI) or tax laws or any changes in the compensation structure			**13,809**	**1,65,708**

Benefit / Scheme	**Description**	**Value / PA**
Performance incentives	Will be paid every month on achieving process defined targets goals as defined in table below, The first three month's performance incentive will be paid on target during the seventh month payroll	**Rs. 24,000p.a****
Subsidized Transport Service	An indicative transport cost incurred by the employer for commuting between home to office and back which is a facility to avail and not to be encashed if not availed.	**Rs. 24,000p.a****
Voice Skill Allowance	The allowance will be paid as follows: . It will be paid in equal monthly instalments along with the monthly payroll . This would attract the applicable statutory deductions . This allowance is applicable as long as you are deployed in the current process This allowance is over and above your CTC and this amount will not be considered for any salary revision	**Rs. 25,000 ****
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of -	**Rs. 1,200,000p.a****
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -	**Rs. 2,00,000p.a****
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 @ 20% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land	**As applicable***
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.	**As applicable*p.m**
Income Tax	Appropriate Income tax would be deducted in the payroll every month.	**As applicable*p.m**
Professional Tax	If any as per the applicable rules in your state.	**As applicable*p.m**

Performance Incentive Ratings and Earnings Table:

Process Target achievement	**Training period**	**>80-<85%**	**>85-<95%**	**>95-<100%**	**>100-<110%**	**>110%**
PI Eligibility (%)	0%	50%	75%	100%	110%	125%
PI Eligible amount (Rs. p.a.)	0	12,000	18,000	24,000	26,400	30,000
PI Eligible amount (Rs. p.m.)	0	1,000	1,500	2,000	2,200	2,500

* 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.

Nitin Singh
Senior Manager Human Resources
Sagility India Private Limited

Gorakala Venkatesh
Date:

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i 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

Viswam Edutech Solutions Pvt. Ltd.

Andhra Pradesh I Telangana I Maharashtra I Madhya Pradesh I Chattisgarh I Gujarat I Odisha I Karnataka I Tamilnadu

CIN : U80902AP2007PTC56049

Date: 11 JAN 2024

Mrs. Kasala Bharadwaj,
S/O Kasala Gopal,
5-29/C,Quthbullapur,
Gollingala Mandal,Near ZPPHS,
Rangareddi,
Telangana: 500055.

Dear Kasala Bharadwaj,

Appointment Letter

Based on our meeting and subsequent discussions, we are pleased to offer you the position of **"Trainer "** in the **"Training"** department with **"VISWAM EDUTECH SOLUTIONS PVT.LTD"** You will be located at **"Hyderabad"** and accepted to take other locations training as decided by the management.

As agreed your Compensation (Cost to Company) for monthly will be a maximum of **Rs.17000/- (Rupees Seventeen thousand Only).** Travelling expenses will be calculated of Rs. 2.40/- per km (this may vary on market conditions), if you are using two wheeler, otherwise actual expenses of bus/train will be considered.

You are requested to sign and return the duplicate copy of this letter as a token of your acceptance of the above offer within 3 days of receiving the same.

Your Job description majorly in Training and service audits of Viswam Edutech program, follow-up of renewal order from clients and payment collection if any and other client related works which are assigned by management time to time and reporting the same in record.

Further you will be assigned certain duties to monitor, coordination and reporting of certain works which are been assigned to you. In this job portfolio you are required to travel to clients place in delivering of services.

During the course of the Job you should follow the instructions provided by the management strictly. Besides if you identified any flaws in our books or program report immediately to your hierarchy. Report any such activities/feedback from client related which impacts to our

December 6, 2023

Rooshan Hussain
Villa 53 Green woods gagillapur
Hyderabad Telangana
500043

Dear Rooshan Hussain,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Global Solutions (India) Pvt. Ltd. ("the Company") a UnitedHealth Group Company, in the position of **Customer Service Representative** at **salary grade 22.** Your work location shall be at Company's office located at **Raheja, Hyderabad**. The terms and conditions of your employment are set out hereinafter:

EMPLOYMENT

We are pleased to extend this offer to you basis the selection process administered. Your effective date of joining shall be no later than **December 11, 2023**. Your employment with the Company shall be subject to the timely submission of the following listed mandatory documents for background verification purposes, to be submitted prior to or latest by your Start Date. Successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date, are required for your employment with the company:

(i) Highest Degree Certificate
(ii) PAN Card OR Passport
(iii) Relieving Letter/ Experience Letter from all the organizations worked in last 5 years, except for the immediate last employer for which you will be granted 45 days from your start date

You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including 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 and your employment will be subject to acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, 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, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

PROBATION

You shall serve a minimum probation period of **180 days** from the date of your joining the Company ("Probation") following which you shall get confirmed into the Company by default unless you receive a letter for confirmation extension. The Company reserves the right to extend the probation period for an additional Thirty (30) days in the event that your performance is not up to expectation.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies which shall be made available to you upon request, but which otherwise are available on the Company's website.

During the period of Probation, either the Company or you may at any time terminate your employment without cause by giving in writing to the other party, Thirty (30) days notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

PLACE OF POSTING

Your initial place of posting shall be at the Company's office located at **Raheja, Hyderabad**. The Company works across different geographies providing services to its clients and you may be required to go through appropriate induction and orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by the Company on a worldwide basis. However, your services are transferable and you may be assigned/ transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates. It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement shall not deem to constitute a change in your conditions of service.

Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other person/company associated with the Company whether in India or abroad. In such a case your relocation expenses shall be borne by the Company and your reimbursement shall be as per the relocation policy of the Company.

Your place of work shall change in case of any relocation of the Company's offices, for which you shall be entitled to reimbursement in consonance with the relocation policy of the Company.

The Company operates on a 24X7 basis and is open for 365 days in a year.

PERFORMANCE OF DUTIES

You shall be assigned with all the duties and responsibilities of the **Customer Service Representative** and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.

COMPENSATION

As compensation for services to be rendered, you shall be paid an annual fixed salary of **Rs.234,000.00**, **(Rupees Two Lakh Thirty Four Thousand Only)**. Your cost to the Company (CTC) shall be **Rs.297,975.00**, **(Rupees Two Lakh Ninety Seven Thousand Nine Hundred Seventy Five Only)** per annum. A detailed compensation structure is provided along with this letter of appointment.

The salary shall be payable on a monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the 7th day of the succeeding calendar month. Please note that your salary details are highly confidential and should not be disclosed inside or outside the Company by you in any manner whatsoever and any failure on your part to adhere to this obligation shall be considered as serious breach of the terms of this letter of appointment.

BONUS

You shall be eligible for bonus as per the Company's bonus policy.

TERMINATION OF EMPLOYMENT

During the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, Thirty (30) days notice. Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

After completion of the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 30 days notice. The Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

However, notwithstanding the above, the Employee must refer to the Company's Separation Policy (as available on Company's intranet link) for the notice period days applicable to them based on their entity, grade and employment status at the time of resignation.

The notice period matrix, as provided under the Company's Separation Policy, shall be applicable with the change in employee job family, job role and employment status. The provisions of the notice period matrix, as provided under the Company's Separation Policy, shall over -ride the notice period as stipulated in the appointment contract or any other document issued before this date. No separate individual employee consent shall be necessary for applicability of this clause.

In case of any conflict pertaining to the notice period between this Offer letter and the prevalent Separation Policy of the Company, the contents of the Separation Policy shall take precedence over the terms of this offer letter and shall be binding on the employee.

Your employment shall also be governed by the standard terms and conditions, which are annexed hereto as Appendix 3 and the same shall form an integral part of this letter of appointment.

Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 3.

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of **Optum Global Solutions (India) Pvt. Ltd.,** We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

Congratulations and welcome to **Optum Global Solutions (India) Pvt. Ltd.** You shall be receiving an e-mail communication from us shortly for your new hire orientation training. You are requested to attend the same on your first day of reporting along with the documents as mentioned in the Appendix '2'. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

Rooshan Hussain, we thank you for considering **Optum Global Solutions (India) Pvt. Ltd.** as your future employer! We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do **your life's best work.**[SM]

For Optum Global Solutions (India) Private Limited



Amit Vaish
Vice President - People Team

I accept this letter of appointment on the terms and conditions as described herein.

ACKNOWLEDGEMENT:

_____ Date: _____
Rooshan Hussain

Appendix 1

Employees shall be entitled to health, personal accident and life insurance benefits as per the Company's policy (over and above CTC)

i. Gratuity shall be paid as per the Gratuity Act (over and above CTC)
ii. Employees shall be eligible for provident fund as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952
iii. Employees shall be eligible for Employees State Insurance as per the Employees State Insurance Act, 1948
iv. No payment under the Rewarding Results Plan/ bonus is guaranteed, and is subject to attainment of corporate and business unit's financial performance thresholds as well as individual performance ratings attained for the year as per the Company discretion.
v. Take home salary shall be net of provident fund & income tax deductions depending on your savings under various schemes. Also, the monthly take home shall be impacted depending on the reimbursements claims every month.
vi. Leave travel allowance (LTA) shall be payable once in a year as governed by the internal policy of the Company.
vii. In case of female employee, key maternity benefits as available under Maternity Benefit Act, 1961, read along with amendments/ state rules, as amended from time to time, are detailed out under the relevant Company's policy and same are further summarized under Appendix 1 of this letter for your reference.

You shall be entitled to avail maternity leave as per your eligibility*, as shown in the table below. The maternity leave is inclusive of weekly offs, and public and national holidays.

*Eligibility: All women employees who have worked for a minimum of 80 (eighty) days of service with the company in the period of twelve months immediately preceding the date of her expected delivery or child is handed over to the commissioning/adopting mother, or date of miscarriage/medical termination are eligible for paid maternity leave.

Types of Maternity Leaves - Leave Entitlement (in Weeks)

i. Maternity Leave up to two (2) surviving children – 26
ii. Maternity Leave in case of two (2) or more children – 12
iii. Commissioning Mother – 12
iv. Adopting Mother – 12
v. Leave for miscarriage/medical termination – 6
vi. Tubectomy Operation – 2

Additional Benefits:

In case the nature of work permits, the reporting manager at his/her own discretion may approve work from home option for you after the maternity leaves have exhausted. However, the duration has to be mutually agreed by you and your manager.

"You shall be entitled to avail crèche facility as per daycare benefit policy."

viii. Company shall review and change the salary structure in case there is an impact to CTC due to any reasons, including but not limited to any change in law.

Appendix 2

Please come prepared with the following required documents (photocopies & originals) on your first day of joining:

- Highest Degree Certificate OR Highest Qualification Marksheet
- PAN CARD - In case you do not have PAN CARD, please apply for a PAN CARD and submit a copy of 'Acknowledgement of PAN CARD Application'
- Date of Birth Proof - Class Xth Certificate
- 6 passport size photographs
- Relieving letter / Experience letter for your immediate last employment – Incase the relieving letter has not been issued as yet, kindly carry a copy of your resignation acceptance
- Copy of UAN CARD or FORM 11 (downloaded from EPFO portal) – This is applicable for the employees with prior work experience, if UAN has been issued by the previous employer
- Copy of AADHAAR CARD - In case you do not have AADHAAR, please apply for AADHAAR and submit a copy of 'Acknowledgement of AADHAAR Application'
- If monthly fixed salary is INR 21000 or less.

- Cancelled Cheque Leaf
- Any document containing ESI Number e.g. payslip, ESI card etc., if you are already registered with ESIC.

Your employment with the Company shall be subject to submission of the above documents and required joining forms within 45 (forty five) days of your joining. The Company reserves the right to terminate your employment, in the event the above documents and forms are not submitted within the time stated above.



Appendix 3

STANDARD TERMS AND CONDITIONS OF EMPLOYMENT

This appendix containing the Standard Terms and Conditions of employment is attached to the letter of appointment and shall be deemed to be an integral part thereof. Your employment is conditional upon your acceptance of the standard terms and conditions detailed herein.

1. CONFIDENTIALITY

1.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public/outsiders at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its employees, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence, and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties. You agree to sign the 'Confidentiality Agreement' in this regard, the terms of which shall form an inalienable part of this letter of appointment.

1.2 You undertake not to make copies or duplicates of any tangible Confidential Information or other sensitive property or materials of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.

1.3 You shall keep strictly confidential, details of your salary and the employment benefits provided to you, within and outside the Company.

1.4 You agree and confirm that the terms and conditions of this Section 1 shall survive the termination or discontinuation of your Services with the Company.

2. NON-SOLICITATION

You shall not, during the term of your employment and for a period of twelve (12) months immediately following any termination of such employment (regardless of whether such termination is voluntary or involuntary), directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity: (a) interfere with the Company's continuing relationships with its other employees, (b) disparage the Company with such other employees, (c) attempt to induce such other employees to leave their employment with the Company, (d) interfere with the Company's continuing relationships with its suppliers or customers, (e) disparage the Company with suppliers or customers, (f) sell, attempt to sell or solicit the sale of products competitive with those of the Company to the Company's customers, or (g) take any action to discourage or divert any suppliers or customers from doing business with the Company.

3. NON-COMPETITION

3.1 You agree that some restrictions on your activities during and after your employment are necessary to protect the goodwill and other legitimate interests of the Company. During your employment, you agree not to engage yourself for any outside business competitive with the Company. During the employment and for a period of one year after your employment terminates/expires (the "Restriction Period") with the Company, you undertake not to compete, directly or indirectly, with the Company in the Territory described below, whether as an employee, consultant, agent, partner, owner, investor, or otherwise. Specifically, but without limiting the foregoing, you agree not to engage in any manner in any activity that is directly or indirectly competitive or potentially competitive with the business of the Company as conducted or under consideration at any time during your employment. For purposes of this provision, the business of the Company shall include all services and products offered by the Company in any manner or under development, and your undertaking shall encompass all items, products, and services that may be used in substitution for the products. You acknowledge that the Company's business is global in scope and therefore the "Territory" referred to above shall include the entire world.

3.2 Notification Requirement: Until 6 (six) months after the period set forth in Section 3.1, you undertake to notify the Company in writing of any change in your address and of each new job or other business activity in which you plan to engage, at least 30 days prior to beginning such job or activity. Such notice shall state the name and address of any new employer and the nature of your position/designation.

4. INTELLECTUAL PROPERTY RIGHTS

You shall disclose promptly, completely and in writing to the Company any discovery, invention, methodology or improvements made thereto, process, software applications or products, conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions whether or not patent applications are filed thereon shall at all times belong absolutely to and be the sole and absolute property of the Company. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. If and when required by the Company, you shall at the Company's expense take out or apply for patents, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

You shall not use the name and/or logo of the Company for any purpose whatsoever nor shall you use any copyright, patent, trademark, trade name, registered design or any other like right vested in the Company except for performing services stipulated in the letter of appointment.

5. DISCIPLINARY ACTION PROCEDURE

Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee shall be regarded as a disciplinary or capability matter. Your immediate superior shall normally deal with minor disciplinary matters. The procedure for more serious offences including major misconduct shall be dealt in the manner set out under the Company's regulations/policies.

6. COMPANY'S REGULATIONS/POLICIES

You shall abide and be bound by the Company's regulations/policies, and the same shall form part of this letter of appointment. The Company's regulations/policies may be changed / amended at any time at the discretion of the Company and the changed Company regulations/policies shall thereupon bind you. You shall also carry out and abide by any instruction, policies, 'house rules' and 'office orders' issued by the Company from time to time.

7. TERMINATION OF EMPLOYMENT

7.1 During Probation period either the Company or you may at any time terminate your employment with the Company, without cause, by giving in writing to the other party, 1 (one) months' notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition set forth in Section 7.6 below.

7.2 After completion of the Probation period, either the Company or you may at any time terminate your employment, without cause, by giving in writing to the other party, notice of 30 days or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice.

7.3 After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

7.4 Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.

7.5 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in Section 3 of the letter of appointment, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you shall continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You shall not be entitled to engage in any other employment, work or business during this notice period.

7.6 In addition to all the rights of the Company provided for in this agreement or in any other policies/regulations of the Company or under law, the Company may terminate your employment forthwith in any of the following circumstances:

i. Breach by you of any of the terms of this letter of appointment ;Breach of any clauses of the Company's regulations/policies as referenced in Section 6 hereinabove;
ii. Unauthorized absence beyond a period of seven consecutive days;
iii. Inability to perform your duties beyond a period of thirty (30) days, whether on medical grounds or on any other grounds;
iv. Physical or mental incapacitation to perform your duties;
v. Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
vi. Commission of any act detrimental to the interests of the Company;
vii. Commission of any act of moral turpitude;
viii. Misconduct;
ix. Commission of an act of insolvency;
x. Conviction in any court of law for the commission of any crime; or
xi. Your performance is continuously measured as below expectation.

Notwithstanding anything contained in Section 7.1, the Company reserves the right to terminate your employment without giving any notice period or pay in lieu thereof if you are in breach of the sub-clauses of clause 7.6 hereinabove.

8. REPRESENTATION

You represent and warrant that you are not bound by or subject to any court order, agreement, arrangement or undertaking (including but without limitation any non-competition or non-solicitation undertakings) or any other disability of any nature which may in any way restrict or prohibit you from entering into this letter of appointment or from performing your duties and providing services under this agreement of employment on the terms and condition contained herein.

9. INTERPRETATION

If any of the provisions of this letter of appointment shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or un¬enforceability shall not affect any other provisions of this letter of appointment, and this letter of appointment shall be construed as if such invalid, illegal or unenforceable provision has never been contained in this letter of appointment. If, moreover, any one or more of the provisions contained in this letter of appointment shall for any reason be held to be excessively broad as to duration, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law as it shall the appear.

10. DISPUTES

All disputes or differences whatsoever arising between the Company and you out of or relating to the construction, meaning and operation or effect of this letter of appointment or the breach thereof shall be settled by a senior officer of the Company and the decision made in pursuance thereof shall be binding on you and the Company.

11. WAIVER OF BREACH

Any waiver by the Company of a breach of any provision of this letter of appointment shall not operate or be construed as a waiver of any subsequent breach.

12. EMPLOYEE PERSONAL INFORMATION

12.1. The Company understands that privacy of information is important to you. The Company does not sell or otherwise share personally identifiable information except as provided below.

12.2. You consent to the processing and use of your Personal Data held by the Company for legal, personnel, administrative and/or management purposes. You further consent to the transfer of your Personal Data to other members of the UnitedHealth Group and to other third parties including those who provide products or services to the Company (such as benefit providers, record maintenance and payroll administrators), legal counsel, regulatory authorities, potential or future employers and potential purchasers of the Company or the business in which you work provided that the transfer is for one of the purposes referred to above, even where the recipient of the data is located in a country or territory which does not maintain adequate data protection standards but where the Company has nevertheless installed reasonable technical safeguards to avoid unauthorized access.

12.3. You further consent to your Personal Data being stored on a central database in the USA or wherever it may be located in the future, which is accessible by persons from the UnitedHealth Group and other third parties mentioned above in a number of

different countries or territories, including countries and territories which do not maintain adequate data protection standards. For the purposes of this consent, "Personal Data" includes, but is not limited to: name, address and contact details, date of birth, marital status, educational background, employment application, history with the company, job title, areas of expertise, details of salary and benefits, social security number, bank details, performance appraisals, salary reviews, records relating to holiday and other leave, working time records, details of any shares of common stock or directorships of the Company or any other member of the UnitedHealth Group held by you, details of all stock options, phantom stock options, or any entitlement to shares of common stock of the Company or any other member of the UnitedHealth Group awarded, cancelled, exercised, vested, unvested or outstanding in your favor and other management records. Personal Data also includes Sensitive Personal Data relating to your health (including information in the employee medical questionnaire, records of sickness absence, medical certificates and reports).

13. OTHERS

13.1. You shall be bound by the Company's regulations/policies, and all other rules, instructions, and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Company's regulations/policies, rules, instructions, etc. were part of this letter of appointment. In case of any conflict between this letter of appointment and Company's regulations/policies, the terms and conditions herein shall override/prevail.

13.2. You shall inform the Company as soon as possible about any change in your residential address.

13.3. Survival: Section 1, 2, 3, 4 & 12.3 shall survive the termination of this letter of appointment.



Optum

Please find below the salary annexure for your reference:

Optum Global Solutions (India) Private Limited		
Rooshan Hussain | Customer Service Representative | Grade 22		
	ANNUAL	**MONTHLY**
BASIC	**93,600**	**7,800**
HRA	**46,800**	**3,900**
FLEXI	**93,600**	**7,800**
MEAL CARD	-	-
FUEL REIMBURSEMENT	-	-
LEAVE TRAVEL ALLOWANCE	-	-
	-	-
	-	-
	-	-
SPECIAL ALLOWANCE	93,600	7,800
TOTAL FIXED SALARY	**234,000**	**19,500**
Target QVC (AT 100%)	33,600	2,800
PF (Employer's Contribution)	21,600	1,800
ESI (Employer's Contribution)	8,775	731
CTC	**297,975**	**24,831**





Strictly Private and Confidential

Date: 06/28/2023

Sukumaran Ganesh

C12061480

1-7-1/47 , Srinivasa nagar colony behind Geeta school Sree bakery , Temple Alwal

9014523314

Dear **Sukumaran Ganesh,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering

Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Candidate's Signature

Reference Id: bf7f1024-aea5-4c96-87d9-9856dc48ddf6_1
Signed By: MAHESH VASUDEO ZURALE

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Survey no. 83/1, Phase – 1, Raidurg Village
Serilingampally, Hyderabad.
Telangana – 500081.
GST Details: 36AADCR9682D1Z3
CIN No. U72200 TG 2008PTC 088404,
T 91-040 6765 0000

25th Aug 2023

Vijay Sunand

H.No: 10-5-181, Tukaram Gate, North Lalaguda, Near Nalla Pochamma Temple, Secunderabad, Telangana 500017

Dear Vijay

Sub: Appointment Letter

We are glad to offer you an appointment with **Synchrony International Services Pvt Ltd** as **Senior Representative Customer Service** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your fixed annual salary on joining will be **₹.380000/-** and this will include all allowances in accordance with the Company rules and as indicated in Annexure II. In addition to this, you shall also be entitled to the following as per Company Policy and rules as applicable
   - Medical insurance covering hospitalization expenses of up to ₹.5,00,000/- for you and up to five of your dependants
   - Personal Accident Insurance of up to ₹.15,00,000/- for you as per Company Policy and rules.
   - Group Term Life Insurance cover of **₹.15,00,000/-** during your tenure in Synchrony International Services Pvt Ltd.

   You are eligible for **Night Shift Allowance** depending on your working hours as per the Company's Night Shift Allowance policy in force.

   In addition, you will be reimbursed business related expenses in accordance with relevant company policies as applicable from time to time. The specific amounts for these expenses will depend on the nature and scope of your duties. The reimbursement amounts are subject to an on-going review and are dependent on the way Synchrony International Services Pvt Ltd chooses to administer compensation.

2. Your initial place of work will be at **Hyderabad**. However, your services are transferable, and you may be assigned to any location in India or abroad where the Company or any one of its associates or customers, conduct business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

3. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office except while travelling on business, as assigned to you by your superiors and as per applicable laws in force. You will be required to work 5 days a week and as per the shift timings scheduled for the role. Your daily working hours would be 9 hours including 1 hr break.

4. You will be on probation for a period of six months from the date of joining. At the end of probation period should your performance and behaviour meet the Company standards, your services will be confirmed in writing by the Company. During the probation period, either party may terminate this contract by giving 15 days' notice in writing in the manner referred to in clause 5 or payment of 15 days salary in lieu thereof. However, the Company reserves the right not to accept payment in lieu of notice and may at its sole discretion enforce the notice period
   Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy with official signatures). Notice of termination in

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electronic form where identity cannot be ascertained, such as SMS or personal email, or through oral communication shall not be accepted as adequate notice for the purposes of this agreement.

5. Post confirmation, your services under this contract may be terminated by either party, giving a written notice of one month to the other party or on payment of salary in lieu thereof. However, the Company reserves the right not to accept payment in lieu of notice from you, and may at its sole discretion enforce the notice period.

6. You will be entitled to leaves as per Company leave policy. Accumulation/carry-forward of leave will be governed as per the existing Company policy in force

7. Absence for a continuous period of eight days without prior approval of your supervisor, (including overstay of leave/training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality, the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company.

8. You will automatically retire from service on attaining the age of 60 years.

   Whilst employed by the Company:

   8.1 You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval.

   8.2 You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.

   8.3 All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential. Except in the proper course of your employment, or, thereafter, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval of authorised person/s.

   8.4 For the benefit of Business requirement and its enhancement, the business reserves the right to evaluate/process/scrutinize employee's performance, and benchmarked performance numbers may be shared with other employees from time to time.

   8.5 You confirm that there is no litigation /conviction against you, before/by any Court of law, which involves any criminal offence or offences involving moral turpitude.

9. You confirm that you have fully disclosed all of your business interests in the Company, whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between SYNCHRONY INTERNATIONAL SERVICES PVT LTD and you or any immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures. All acts subversive of good conduct and discipline would subject you to disciplinary action as per the Company policies.

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11. Upon separation from the Company, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

12. Any violation of the above mentioned or any other company procedures and policies would attract action as per company disciplinary policy in force, including and upto termination. In the event of termination by Management on account of breach of disciplinary policy, the Management will not be liable to pay notice pay.

13. All other terms and conditions of employment will be governed by Company policies as stated from time to time.

14. The address proof submitted by the employee and verified during background check will be considered as the correct address of the employee and the same will be used for all the official communication. Any change in such address has to be communicated by the employee to the HR department in writing.

15. If these terms and conditions are acceptable to you:
    (a) Please sign and return the duplicate of this Appointment Letter on or before 27th Aug 2023 and
    (b) Report for duty at the Company not later than 13th Sep 2023 failing either of which, this offer of appointment stands automatically withdrawn without any further notice to you.

16. You agree that the appropriate courts in Ranga Reddy District, Telangana, shall have exclusive jurisdiction over all disputes which may arise hereunder.

The terms of this offer including the compensation are intended to be kept strictly confidential.

"You hereby agree that this offer of employment and issue of an appointment letter to you shall be subject to SYNCHRONY FINANCIAL obtaining a clear and positive background check of yourself satisfying relevant criteria outlined by SYNCHRONY FINANCIAL (such as educational/technical qualifications, past work experience & positions held by you, previous salary, conduct etc). You further agree that SYNCHRONY FINANCIAL reserves the right to terminate the offer of employment, without further notice to you, if such clear and positive background check is not obtained in relation to you."

"You hereby also confirm that the application form, resume and all documents submitted by you to SYNCHRONY FINANCIAL are true and accurate, and should any part thereof be found to be false or inaccurate by SYNCHRONY FINANCIAL, then SYNCHRONY FINANCIAL reserves the right to terminate your employment immediately."

We welcome you and wish you every success in your career with SYNCHRONY INTERNATIONAL SERVICES PVT LTD.

With warm regards,

Kameswari G
VP, HR - Asia Diversity & Recruitment COE Leader

SYNCHRONY INTERNATIONAL SERVICES PVT LTD

Accepted and Agreed
Vijay Sunand

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ANNEXURE I

DOCUMENTS REQUIRED AT THE TIME OF JOINING

- Relieving Letter from last Employer, if applicable
- Copy of Birth Certificate / School Leaving Certificate
- Academic & Professional Certificates (Xerox copies)
- Eight Recent Passport size Photographs
- Last Pay Slip drawn, if applicable
- Form 16 (1) (pertaining to Tax Deducted at source) from the previous employer, if applicable
- Photocopy of PAN Card & Aadhar Card
- Photocopy of the Appointment letter accepted and signed by you.
- Proof of identity (copy of passport/ driving license/ voter's ID card/ college exam admit card etc)

INFORMATION REQUIRED AT THE TIME OF JOINING

If applicable and already a member of a Provident Fund (PF) Scheme with previous employer, then:

- Employer's name
- Dates of joining and leaving service with them
- Name and address of the PF Trust or the Regional Provident Fund
- PF Account No
- Social Security No (SSN), if allotted

If applicable and already a member of ESI Corporation with previous employer, then:

- Employer's name
- Dates of joining and leaving service with them
- ESI card

Mandatory Details:

Furnishing of employee Aadhar details which has date of birth on the face of the Aadhar is mandatory in order to generate provident fund Universal Account Number [UAN]. The EPFO portal will not allow employers to generate the UAN without Date of Birth registered with employee Aadhar. The name on the Aadhar should also match with the name on the records submitted by you. Hence, your employment offer with the organization is contingent upon furnishing these details without fail. The company will be well within its right to terminate the employment if the same is not furnished at the time accepting the offer or within 10 days of joining the company whichever is earlier.

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Annual Earning Opportunity Breakup (in INR)			
Name:	**Vijay Sunand**		
	Earnings*	***Monthly***	***Annual***
	Basic	15,000	180,000
	HRA	9,000	108,000
	Special Allowance	1,583	19,000
	Employer Contribution to PF	1,800	21,600
	Gross Earnings (A)	**27,383**	**328,600**
	Bonus * (B)	2,083	25,000
	Meal Coupons	2,200	26,400
	Total CTC	**31,667**	**380,000**
	Other Benefits*		
	Other Benefits (F):		
	Medical Insurance Coverage of 500,000 for Self & Dependents		36,257
	Life Insurance Coverage of 15,00,000 & Disability Insurance Coverage of 15,00,000 for Self		3,823
	Gratuity-cum-Life Insurance*****		8,654
	Free Transport		48,000
	Gym Subsidy		12,000
	Benefits Sub-Total		**108,734**
	Total Earning Opportunity Per Annum		
	Total CTC+Benefits		***488,734***

Terms & Conditions (Important):

*The above mentioned Bonus includes Statutory Bonus (as per Payment of Bonus Act, 1965), if applicable.

****No money in lieu of Earnings In Kind will be paid if any of the benefits mentioned therein, is not availed

****Life Insurance Coverage of 15,00,000 & Disability Insurance Coverage of 15,00,000 for Self

*****Gratuity will be paid as per the Payment of Gratuity Act - 1972

All payments are subject to prevalent taxes and duties such as Employer Contribution to PF, Employees Contribution to PF, ESIC, PTAX, Income Tax and any other deductions as applicable.

Please note that your offer figure has been quoted corresponding to the Earning Opportunity at Maximum performance. It is important for you to note that you have an opportunity to earn less, basis on your individual performance.

HR Signature (Above)

Employee Signature (Above)

synchrony

Synchrony International Services Pvt. Ltd.
Regd Office: Building Parcel – 3, Knowledge City
Floors 2 to 5, Unit 2 and 3, Plot No.2
Survey no. 83/1, Phase – 1, Raidurg Village
Serilingampally, Hyderabad.
Telangana – 500081.
GST Details: 36AADCR9682D1Z3
CIN No. U72200 TG 2008PTC 088404,
T 91-040 6765 0000

Your salary components may be restructured in compliance with Code on Wages 2019 or such other applicable labour codes/law in force. The restructuring may result on your Net take home salary while cost to company remaining same.

"Additionally, on successful completion of probationary period of 6 months service with the Company, you will be eligible for Certification Reimbursement up to Rs 200,000/- (Two Lakh Only) as per the prevailing Company policy.

Please note in the event that you resign within 6 months from the date of certification reimbursement, or are serving notice of resignation, or you have been separated from the Company on grounds of non-compliance to applicable workplace policies and procedures, including integrity and upholding the Synchrony Financial values, you will have to pay up the amount equivalent to amount received on account of certification reimbursement (net of tax) to Synchrony Financial".

* A deduction of 12% of Basic salary shall be made for the employee's contribution to the Provident Fund. Company's contribution to Provident Fund does not appear on the Salary Slip as it is deposited in the Provident Fund directly with the EPFO.

Deductions:

1. Other statutory deductions like Income Tax, ESI (if applicable), professional tax, etc. would be made as per the applicable statutory regulations.
2. All calculations above do not take the effect of income tax into account

In addition to the above, you shall also be entitled to:

1) Performance bonus based on your and company performance in accordance with applicable policy.
2) Gratuity as per statutory provisions (15 days of last drawn monthly basic salary for each year of completed service) on completion of 5 years of service.

Note: You will need to produce bills for claiming tax benefit on medical reimbursement by the 5th of each month.

Kameswari

Kameswari G
VP, HR - Asia Diversity & Recruitment COE Leader

SYNCHRONY INTERNATIONAL SERVICES PVT LTD

Accepted and Agreed
Vijay Sunand

VRL LOGISTICS LTD

Since 1976

Regd. & Admn. Office :
Bengaluru Road Varur
HUBBALLI - 581 207 Karnataka State
Phone : 63661 19394
Fax : 0836 2237614
e-mail : varurho@vrllogistics.com

LETTER OF APPOINTMENT

Ref : VRL/HRD/68532 **Date : 01.08.2023**

Mrs. Balla Pravalika
W/o.K Raghavendra Rao
H.No. 5-36 Kothula Cheruvu
Katrenikona Tq : Donthikurru
Dt : Hyderabad
TELENGANA-533 212

With reference to your application, we are pleased to appoint you in our Company as a Clerk at our Hyderabad (Begumpet), with immediate effect. Terms and conditions of Service will be as follows:

1] **You will be paid consolidated salary of Rs.18,000/- (Rupees Eighteen Thousand Only) per month. Management reserves the right to bifurcate the salary merging or bifurcating with any other allowance/allowances.**

2] **You will be on probation for a period of 6 months which may be extended at the discretion of the management during which period including extended period your services are liable to be terminated without any notice and on satisfactory completion of the probationary period your services will be confirmed by an order in writing. In the absence of written communication your probationary period shall be deemed to have been extended.**

3] **After the confirmation of your services either party can terminate this contract by giving one month notice or one month salary in lieu thereof.**

4] **You will retire from the services of the company on attaining the age of superannuation i.e. 60 years of age and your date of birth is accepted as 13.04.2002 as per S.S.L.C. Marks Card submitted by you.**

5] **While in the services of the company, you will be required to work in different shifts and you are also liable to be transferred from one department to another or anywhere in India where the company has its activities.**

..2..

FRADOPIX
Flat no 203 LBR House Dr Subbarao colony
Picket, Secunderabad, Hyderabad-500026,
Telangana, India Tel+91 6281824164.
Email: info@fradopix.in Web: www.fradopix.in

D ANUSHA
6-38/14/B, Sai Durga Colony,
Last Bus Stop, West Venkata Puram,
Alwal, Secunderabad- 500015

Date: **August 01 2023**

Dear ANUSHA,

Sub.: Appointment as Graphic Designer

Congratulations! We thank you for your interest in working with FRADOPIX with reference to our discussions, we are pleased to offer you the position of "**Graphic Designer**".

You will be paid Rs. 10,000 /- (Rupees Ten Thousand Only) per month as a professional fee.

This letter is just an acceptance of your candidature and is valid till your start date, you will receive a detailed consultancy agreement at the time of joining. Please submit all the documents at the time of joining.

By accepting this offer, you agree to treat the company and its clients' data with strict confidence. You shall not use or sell any of this information to another person or firm for exploitation or your personal gain and you should not work against the interests of the company.

If the management notices any such deviations, appropriate action will be initiated against you in accordance with law as applicable.

We trust that you have not provided us with any false declaration or willfully suppressed any material information. If found any information provided is false, the company reserves the right to revoke this offer. Should you have any questions, please contact the undersigned.

We welcome you to **FRADOPIX** and look forward to a long and mutually beneficial association. Please sign the letter as a token of acceptance and return a copy.

for **FRADOPIX...**

S Vinay
Director



Royal Cosmetics Co.

Add:- 1-2-63 Above Yogesh Medical, 2nd Floor, Flat No. 202, Street No.6, Himayatnagar, Hyderabad 500029
Email Id:- royalcosmeticsin@yahoo.com/rcosmetics@yahoo.com Tel:- +91 40-35168819 Ph.:- +91 8374458014

OFFER LETTER

31st August 2023

Sravya Mysigari
Phone : +91 93913 63027

Dear Ms. Sravya

Congratulations! We are pleased to confirm that you have been selected to work for Graphic Designer. at a monthly salary of 28,000.(p.m.) We are delighted to make you the following job offer. This position reports to Jacky Melwani. Your working hours will be from 9 a.m. to 5 p.m. Your salary will increase after we see an improvement in your performance.

Benefit for the position include: ·Employer State Insurance Corporation ESIC Coverage.
We would like you to start work on 1st September, 2023 at 10:00 a.m.. Please report to Jacky Melwani on 1st September, for documentation and orientation. We are confident you will be able to make a significant contribution to the success of our
Royal Cosmetics and look forward to working with you.

Sincerely,

Hina

Hina M
Hr Manager
Royal Cosmetics

ROYAL COSMETICS HYDERABAD

Signature:

Date:- 09/14/2023

Tech Mahindra Limited
Info city, Hi-tech City Layout
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Tel: +91 40 3063 6363
Fax: +91 40 2311 7011
techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder Mumbai 400 001

Ref: 970545/2260067/Permt **Date: 28th September, 2023**

Sreelakshmi S
HNO 34-16, SREE NANDANAM, ROAD NO 2, VIVEKANANDAPURAM,
NEAR AMMUGUDA RLY STN, SAINIKPURI PO,SECUNDERABAD, TELANGANA -500094
Phone No: 9652278304

Subject - Offer of Appointment

Dear **Sreelakshmi S,**

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Customer Support** on **U1** band**,** operating out of our **Hyderabad** office.

2. (a) You will be on probation for a period of 3 months from the date of joining the Company during which you will be on training covering the complete process and projects or services, mandated by the customer of the Company. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

(b) Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the training mandated by the customer of the Company.

3. Your "Annual Total Cash Compensation" will be **Rs. 240000 (Rupees Two Lakhs Fourty Thousand Only).** Please refer **Annexure-A** for details on the compensation and statutory deductions.

4. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

5. Your employment with us will be governed by terms and conditions as specified in **Annexure-B.**

6. You are required to join on **28th September, 2023** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

7. On the date of joining, you are requested to report to **Susma Sugumaran at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, SEZ Block, Unit V, Bahadurpally, Hyderabad - 500043**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.

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8. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

9. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Susma Sugumaran** latest by **28th September, 2023**.

10. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: **Tr00837566@TechMahindra.com**)

For Tech Mahindra Limited



Mukul Sah
Group Head – HR & RMG
Encl: **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

Accepted

Date: Signature of Candidate:

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Annexure - A

NAME	**Sreelakshmi S**
TITLE	**Associate Customer Support**
BAND	**U1**
LOCATION	**Hyderabad**

Components of Total Cost to Company	**Rs. (Per Annum)**	**Rs. (Per Month)**
Basic (@35% of Total Fixed Pay)	79,838	6,653
HRA (@70% of Basic Pay)	55,887	4,657
Bonus/Statutory Bonus	15,968	1,331
Employer's contribution to Provident Fund (@12% of Basic Pay)	9,581	798
Employer's contribution to ESIC (@3.25% of Fixed Pay)	6,879	573
Personal Pay	59,957	4,996
Total Fixed Pay (Per Annum)	**228,109**	**19,009**
Cost to Company (CTC) .....(A)	**228,109**	**19,009**
Additional Benefits .....(B)		
Gratuity	3,840	
Insurance Premiums (towards GTLI, GMIP and GPAI)	8,051	
Total Cost to Company (TCC) (Per Annum) ------(A) + (B)	**240,000**	
Employee deductions (C)		
Employee's contribution to Provident Fund (@12% of Basic Pay)	9,581	798
Employee's contribution to ESIC (@0.75% of Fixed Pay)	1,587	132
Total (C)	**11,168**	**931**
Take Home PA (during Training)	200,482	16,707
Take Home PA (Post Training)	200,482	16,707

Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.

Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -

i) Gratuity : As per Payment of Gratuity Act

ii) Insurance
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakhs** to the beneficiary on the unfortunate death of the associate

b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **Rs. 3 lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **Rs. 2 lakhs.**

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c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.

iii) Transport Allowance:
- In the event of your availing Company provided transport to commute to and from office, deduction will happen from your salary as per applicable policy

With Best Wishes,
For Tech Mahindra Ltd.



Mukul Sah
Group Head – HR & RMG

Accepted by :

Location :
Date :

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Annexure – B

1) Employment Agreement

a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited. or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

c) Employee data – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

d) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

e) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have

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agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

(i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd

(ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.

(iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.

(iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.

(v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

f) <u>Exclusivity of Services, Publications, Gifts/Anti-bribery</u>

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.

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- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

g) Confidentiality / Non-Disclosure

a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

h) Non-Disparagement Obligations

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

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2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

3. Termination of Employment

(a) Either party can terminate this employment by serving a notice of **60** days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

(b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

(c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

(d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination**.**

(e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

(f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

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(g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

(h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. Statement of Facts

(a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies.

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Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. Personal Indebtedness

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. Restraints

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

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The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) Use of Company Resources

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(v) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

8. Overseas Service Agreement

As The Company will be spending substantial amount of time and money for your deputation /secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. Intellectual Property Rights

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You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. Jurisdiction

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

The above terms and conditions including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

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15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

Name in full :

Signature :

Address :

Date :

Place :

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Annexure- C - Medical Declaration

MEDICAL DECLARATION FORM			
Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	

First Name: _____ Last Name: _____

Gender: Male / Female _____ Date of birth (DD/MM/YYYY) _____ Blood Group _____

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			

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Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? *(Please tick whichever applicable)*

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

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Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature:

Name: _____

Date: _____

(DD/MM/YY)

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Annexure – D – Checklist of the Documents

At the time of joining, you are requested to bring the following documents in **original(For Verification only)**, along with 1 copy of each.

(a) Certificates' supporting your educational qualifications along with marks sheets

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents – if any

(b) Your relieving letter from your present organization

(c) Service Certificate from the last employer as well as all previous employers.

(d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.

(e) Two passport-sized color photographs with white background.

(f) Valid Passport
Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(g) PAN Card and Proof of PAN Number
You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(h) Aadhaar Card
You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer.

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Annexure E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".
A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.

2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.

3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.

4) I hereby agree that :
   - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
   - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
   - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
   - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
   - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.
   - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon termination of my employment.
   - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

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- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

  Name:
  Signature:
  Date :

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Annexure - F - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) **Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) **Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED ACCEPTED

_____ _____

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Annexure – G

Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non-Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. Actions Required on Termination: Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. Covenant Against Disclosure: I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its

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suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. <u>Ownership of Work Product:</u> Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

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6. Partial Restriction on Post-Termination Competition: Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. Covenant Not To Compete. I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope

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contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. Compliance Not Contingent Upon Additional Consideration: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. Damages and Remedies: I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. Severability: Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. Entire Agreement: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. Binding Effect: This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

13. Choice of Law: This Agreement will be governed and controlled in all respects by the laws of India.

14. Choice of Forum: The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

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In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited. For liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. Would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20___

Signature

_____
Name of Candidate

For and on Behalf Of
Tech Mahindra Limited



Mukul Sah
Group Head – HR & RMG

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011
techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder Mumbai 400 001

Annexure – H

PROOF OF ACCEPTANCE OF
Code of Ethical Business Conduct (CEBC)
And
Statement of Policies and Procedures for Preventing Insider Trading

To
Tech Mahindra Ltd.
Date of Joining: _____
Dear Sir/Madam,
I _____ Associate Id No _____

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website (www.techmahindra.com >> Investors >> Overview), I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.
I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

Authorized Signatory (HR) Signature of the Associate
Name:

Great Place To Work. Certified FEB 2020—JAN 2021 INDIA
More reasons to #lovetobeTechM

Date: 21st October, 2023

SOCiAL EdGE

DIGITAL MARKETING AGENCY

OFFER LETTER

Dear Amal,

We are delighted to grant you this employment offer for the Full-Time Video Editor position with Social Edge.

If you accept the offer, your joining date will be 01st November, 2023.

Please find enclosed NDA and TnC's should you accept this offer letter. We offer you a salary of Rs. 30,000/- only.

We look forward to your early response. If you have any questions regarding the same, contact me via Text or Phone (+91 8828391512).

Best Regards,

Rohan Bansal

Amal Nair

THINKWHYNOT | FILMS

Part of Think WhyNot Group

Date: April 28, 2023

Employee Name: Jinka Vishwanath
Designation : Consultant-Graphic Designer

As an acknowledgment of your consistent performance past month, we would like to express our appreciation and commendation for all the passion and commitment you have exhibited. In recognition of the same, we are pleased to revise your CTC to Rs.480000/- per annum, effective 29th April 2023.

Note that the updated CTC shall remain in effect till one year of your working, post which we will perform an annual appraisal for you.

Your CTC includes the cost of your services, PC/Laptop, software, and a reliable internet connection.

The assessment of monthly payments will be on the basis number of days worked – excluding national & local public holidays & Sundays. Note that for extra days of work, we pay comp-off. Details of the same are given below.

Twist Studio Entertainment Pvt. Ltd. will deduct tax as applicable from payments made to you.

Our office timings, leave & comp-off policies:
Regular work timings –
Monday to Saturday - 10:30 a.m. to 8:00 p.m. Plus or minus few minutes to few hours, as long as discussed and adjusted is OK.

Note that Saturdays are optional offs. If there are no projects, Saturdays are kept as an off day for personal or professional learning.

Comp off –
Comp off will be granted to you if you happen to work on pre-approved times as a stretch, public holidays and Sundays. If worked the full night and continued working the next day (after 5 hours of break), then you are eligible for a comp off.

Late coming –
Late comings negatively impact your aggregation of comp off.

Leave Policy:
As per the leave policy, you are entitled to 21 days of casual/sick leave and 13 public holidays every year. It is advised that you plan your leave at least one month in advance and coordinate with your team to ensure that the operation runs smoothly. Please note that leave requests should be coordinated with your teammates to avoid any disruption.

Other Business Interests or Employment:
As a consultant, you can work on your personal projects. However, if it is on the time committed to the company, then you must seek previous intimation & written consent of the approving authorities.

It is also imperative that you keep in mind that your personal projects in no manner must harm either the reputation & continuity of business of the company nor influence your colleagues. You cannot work on the same clients as introduced to you by the company.

Data Disclosure:
In the course of discharging your responsibilities, you will have access to data and software in the form of jobs done for various clients and data relating to the operations of the organization. You will appreciate that these cannot be copied or otherwise taken out of the organization. You should be aware that doing so

would not only infringe on the Intellectual Property Rights of the organization and its respective clients but it could also constitute an infringement of law. To post any company work in your personal portfolio, either in pieces or in entirely, you will require to get a written consent from CEO or COO.
Please adhere to these rules with utmost integrity.

Intellectual Property Rights:
It is also understood that Intellectual Property Rights and all other rights of all work done by you during the period of our association will be the property of the company and that you are not entitled to use it either for yourself or for any other organization.

Termination of Service:
Given the consulting nature of your role, your services can be terminated at any time by giving 15 days' notice by either party or on payment basis the amount of salary corresponding days served lesser in lieu of notice.

And if for any reason, should you discontinue working with us, it is understood that you will not seek employment or offer services to any client of ours, or work along with a company with whom you may have been acquainted due to Twist Studio Entertainment Pvt. Ltd. for a period of 6 months after discontinuing your association with us.

Should you happen to violate the clauses of Other Business Interests/Employment, Data Disclosure, Intellectual Property Rights, your association can be terminated immediately and without any notice period or compensation in lieu of and the same will be subject to due course of legal action.

Company Rules and Regulations:
You will observe and be bound by the Company's rules and regulations as varied by the Company from time to time in so far as they affect your association with the Company.

Regards,

For **Twist Studio Entertainment Pvt. Ltd.**

Saurabh Sharma
CEO & Partner

ACKNOWLEDMENT:

I, Jinka Vishwanath hereby accept the appointment on the terms and conditions set out in this letter and by my signature hereto I bind myself to abide by these.

Date: 28 -04-2023

Signature: 

EvokeTechnologies™

The V-Ascendas,
Capella Block, 4th & 8th Floor,
Plot No. 17, Software Units Layout,
Madhapur Hyderabad – 500081
Tel No: +91-040 4050 0900
E-mail: hrteam@evoketechnologies.com

Privileged and Confidential

Date: 14th August,2023

Mr. Lokesh Prajapathi,
Plot No- 64, New Banjara Enclaves,
Macha Bolarum,
Medchal-Malkajgiri, Hyderabad,
Telangana.

Sub: Your appointment as Trainee Technical Associate

Mr. Lokesh Prajapathi,

Further to your letter of offer dated 13th August ,2023, we are pleased to welcome and appoint you as Trainee Technical Associate with Evoke Technologies (P) Ltd. (the "Company") with effect from 14th August,2023.

The terms and conditions of your appointment are given in Annexure B enclosed with this letter of appointment.

Your annualized Total Compensation (TC) will be Rs. 4,50,000.00 (Rupees Four Lakhs Fifty Thousand Only) which shall be inclusive of all benefits.

Please sign the enclosed copy of this letter as your acceptance of the terms and conditions of employment with our Company and return it to us for our records.

We are delighted to have you on board and wish you a successful career with the Company.

for Evoke Technologies Pvt. Ltd,

Evoke Technologies Pvt. Ltd.

Ramesh Mantana
Vice President-Human Resources & Operations

Encls:
Appendix A- Salary Structure
Appendix B- Employment Terms & Conditions



To
Marrelli Anand
S/O Marrelli Padmaiah
2-2-22
Jeedimetla Village
Near Old Hanuman Temple
Qutubullapur
K.v. Rangareddy Kutbullapur
Telangana 500055
9553780371

Sub: Letter of offer with Adster Monk.

Dear Anand,

Further to our discussion with you, we are pleased to offer full time work opportunity with Adster Monk and your joining date as 27th September 2022. This letter is based on the following terms and conditions and subject to your execution and signing of non-disclosure agreement:

1) This engagement letter is to serve as “Digital Marketing” with Adster Monk, designated as “**Digital Marketing Intern**” for Hyderabad location.

2) The initial engagement period would be for 2-3 months from the acceptance date.

3) Your duties include but not limited to,
   Digital Marketing
   Helping Adster Monk Team with Digital marketing activities

4) You agree that you shall perform your duties with diligence, devotion and discretion while in engagement with Adster Monk.

5) You would be paid a fixed stipend fee of Rs. 6,000 for two-three months(Six Thousand Rupees) per monthly based fulltime commitment for the project, after 3 Months as per the Performance salary will be increased

6) You will be joining with a One Year agreement from the date of joining on contract basis.

7) All taxes as per Indian Income Tax Act or any other applicable acts and rules would be applied and deducted accordingly

8) The terms of this contract are strictly confidential between you and Adster Monk. Any breach of this confidence will be reviewed with utmost seriousness.

9) Either party may terminate this contract by giving one months' notice in writing. Neither party is required to provide any reason or justification to the other for terminating the contract.

10) This engagement letter embodies the entire agreement of the parties with respect to your engagement with the company. It signed may not be changed or modified, except by writing, and signed by you and duly authorized partner of Adster Monk.

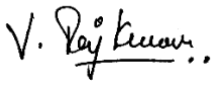
11) This engagement letter shall be governed by and constructed and enforced in accordance with the laws of India.

12) If any provision of this contract as applied to either party or to any circumstance shall be adjudged by a court of competent jurisdiction to be void or unenforceable, the same shall in no way effect any other provision of this contract or the validity or enforceability of this contract.

If this letter accurately reflects the understandings, we have reached concerning your engagement by Adster Monk, please so indicate by signing in the appropriate space below, which will acknowledge your acceptance of these understandings as a binding agreement.

This offer of engagement will be valid for acceptance by you for a period of 15 days from the time of your receiving the same. Kindly sign and return a copy of this letter.

We welcome you to Adster Monk and look forward to a mutually beneficial association.



Warm Regards,
V. Rajkumar
For Adster Monk
Authorized signatory Accepted and agreed

Ref: EE/SD/APR-23/201 **Monday, Apr 03, 2023**

To
Mr. Dilip Rapaka
Hyderabad

Sub: Offer Letter / Agreement

Dear Dilip**,**

We have pleasure in appointing you as an Independent Consultant in our organization. Your appointment is effective from the date of signing this agreement, which shall be on 03rd Apr 2023

Service Charges
Your gross service charges / fees will be commensurate with the project assigned to as detailed in the Annexure – A (Work Order). TDS will be deducted as per the applicable rates in force. As per the accounts policy of the company your net pay will be deposited into your bank account by 10th of every month during your engagement tenure with Rapshift Pvt Ltd.

Performance Review / Reporting Authority
Your performance will be reviewed and managed by the designated authority as stipulated by the Project Manager. Your day-to-day reporting would be governed by the Project needs. For all other issues and concerns Rapshift's designated Contract, as specified in the Annexure-A would be your reporting authority.

Working Days
You would be following the calendar of the Organization stipulated in the Work Order as a Project, and your working days would be governed by the Project Manager. You will not be paid for any leave taken during the duration of the contract. You need to provide the daily login and work updates along with timesheets updating.

Appointment Related
1. In view of your assigned project, you must effectively perform to ensure results and you will be expected to work extra hours (if required) to achieve this whenever the job so requires.
2. As a Consultant of Rapshift Pvt Ltd., you should be ready to work at our client locations inIndia or Abroad as per the requirements.
3. Upon completion of the engagement / contract period, your service shall be deemed to be terminated automatically until an extension of continuance is signed or informed in advance.

Evaluation Period
You will be on evaluation for a period of 30days from the start date of the project. During this period your services may be terminated immediately without notice & pay, if your services are found deficient or there are any justifiable reasons as cited by the client and/or a breach of terms as laid down in the agreement. The Evaluation period may be reduced or extended at the sole discretion of the management.

Work Scope
You are expected to provide software design, development, testing, support & other related services in your area of specialization and experience as required by the project / client and / or discussed and agreed upon.

Position Type
Your position is of an UX Designer job with the company, and you shall devote yourself exclusively to the project during the stipulated work hours in the Work Order. It is necessary that you observe the working hours as laid down in the Work Order and whenever required or called upon to stay beyond those hours.

Past Record
If any declarations given or furnished by you to the company prove to be false or if you are found to have willfully suppressed any material information in such case, you will be liable to removal from service without any notice, and subject to further legal action if found necessary.

Non-Disclosure / Confidential Information
You will not at any time without the consent of the Director of the Company disclose or divulge or make public except on legal obligations any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of your service or otherwise. You will not divulge to anyone in any form, documentary or otherwise any information or particulars or details of any trade or business or other matters connected thereof which may come to your knowledge by reason of your being a consultant of the

Non-Solicitation Clause
Consultant recognizes and agrees that Rapshift Pvt Ltd has spent considerable amount of time, effort and money in identifying, nurturing and providing skilled professionals. Therefore, Consultant under this agreement agrees that during his/her engagement with Rapshift Pvt Ltd or and 12 months after the employment,will not under any circumstances pursue or seek employment on a full-time or part-time basis, with the identified clientsof Rapshift and their End clients, directly or indirectly through any other means without prior permission from Rapshift (P) Ltd.

Protection of Interest
If you conceive any new or advanced methods of improving processes/formulae/systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain sole right/property of the company.

Notice Period
You will render service for a minimum period as stipulated in the Work Order, from the start date of the project. For any reasons, if you wish to terminate your engagement before the above-mentioned period, you shall be obliged to serve a notice period of 30 days as a minimum or pay the company 30 days of your gross payment against damages. However, you will complete the assigned task, and surrender all material / access codes before leaving the project.

Disciplinary Action
Your services will be terminated immediately if found guilty of indiscipline, dishonesty, disobedience, negligence, absence from duty without permission or of any conduct unbecoming of the engagement that you have been entrusted in the company or violation of one or more terms in this letter.

On Separation
On termination of engagement by either side, you will give up all correspondence, specifications, formulae, books, access cards, passwords, documents, etc. belonging to the company.

The above terms and conditions are subject to change according to the company policy.

Please confirm that the above terms are acceptable to you by signing a copy of this letter.

For Rapshift Pvt. Ltd

RAPSHIFT PRIVATE LIMITED HYD

(**Ramesh Raj**)
Director

I have carefully read and understood the terms and conditions of my assignment outlined herein as above. I agree to abide by the terms and conditions mentioned above and I affix my signature to signify my acceptance.

Dilip Rapaka

ANNEXURE - A
WORK ORDER

1. Type	:	Full time/Contract
2. Rapshift Contact	:	Mr. Ramesh Raj
3. Name of the Consultant:		Mr. Dilip Rapaka
4. Skill Profile	:	UI/UX Designer
5. Base Work Location	:	Hyderabad / Remote
6. Timings/Hours	:	Full time / As per Project Needs.
7. Project Duration	:	1 year, with scope of extension
8. Project Start/End	:	03rd Apr 2023 - TBD
9. Rate / Fee Type	:	INR / Monthly Fixed
10. Start Date/DOJ	:	03rd Apr 2023
10. Monthly Gross	:	INR 10,000/-

Terms & Conditions:

a) Payments shall be made on a monthly basis, based on the attendance / timesheets, on or before the 7th of every month for the previous billable month.
b) Tax Deducted at Source (TDS) shall be deducted at applicable rates (currently at 10%).
c) Rapshift shall make all payments by cheque/online transfer to the Consultant, which will be mailed tothe designated address/bank details furnished to us.
d) The work order is subject to all other terms and conditions of the above-referred Agreement and is signed between both the parties on the date stated below.

For & on behalf of
Rapshift Software (India) Pvt. Ltd.

EMPLOYEE

Ramesh Raj
(Director)

Mr. Dilip Rapaka

Hyderabad, Monday, April 03, 2023

La Cima
MEDIA PRODUCTION
THE PEAK IT SELF

To: Mr. Syed Humes Ali

Address : Frankfurt Sports Tower, Sports City, Dubai, UAE

Email: shadyxv2020@gmail.com

Phone Number: 0589352784

Dear Syed,

We are excited to offer you the full-time position of [GRAPHIC DESIGNER and 3D ARTIST] at [LA CIMA production studios and events FZ.LLC] beginning on 06\8\2023.

Your responsibilities as a Graphic Designer and 3d Artist will include, but are not limited to:

- Collaborate with the marketing and design teams to create visually appealing and effective designs for various projects, including but not limited to: digital marketing materials, print collateral, social media graphics, story boards website visuals, cinema 3d and more.
- Full time 6 days a week
- Work for 9 hours a day, starting from 9 am to 5 pm
- Conceptualize and execute innovative design solutions that align with the company's brand identity and goals.
- Participate in brainstorming sessions to contribute creative ideas and concepts for upcoming campaigns and projects.
- Stay up-to-date with design trends, industry tools, and emerging technologies to continuously improve the quality of design work.

- Take ownership of projects from concept to completion, ensuring timely delivery and consistent high-quality output.

We are excited about the skills and insights you will bring to our company. Your attention to detail, passion for design, and ability to work in a collaborative environment make you an excellent fit for our team.

Position: Graphic Designer and 3D artist
Start Date: [06\08\2023]
Salary: [5000 AED Per Month]
Location : [Dubai production city]

Once we receive your acceptance, we will initiate the onboarding process, which will include completing any necessary paperwork and arranging a meeting with the HR team to discuss the next steps.

MOHAMED OSMAN
HR OFFICER

appmajix

JOINING LETTER

Hyderabad
10/07/2023

Dear Navya Sree M,

With reference to your application and the subsequent Interview you had with us, we are pleased to make you an offer for a career with **Appmajix Technologies Pvt Ltd.** Your initial position would be **Graphic Designer**.

You are required to join on or before **12 July 2023.** Wherein after this offer stands void, unlessotherwise the data is extended by us and communicated to you in writing about the revised date of your joining with our company.

Please ensure to produce all your education documents, experience & relieving certificates (if experienced), Pan card, Aadhar card, and Passport size photo at the time of joining. Please confirm your acceptance of this offer through a return mail to us and also your date of joining with us and approach our HR–Team at the below-mentioned address for joining formalities.

Appmajix Technologies Private Limited
Plot No. 4, H.No.1-11-254/11/A/1,
Rama Mansion, Mothilal Nagar,
Begumpet, Hyderabad –50001

Thanks & Regards
Neelima Ponnamudi
HR Director
Appmajix Technologies Pvt Ltd

1. Navya Sree
2. 111720027042
3. navyasreemuragani@Gmail.com
4. 9553297501
5. Bsc. Multimedia & Animation

OPPO Reno10 Pro 5G
2024.01.31 13:56

GlobalLogic®
A Hitachi Group Company

GL08-FM-PD-060

Date: 14-Nov-2023

Ashwini Joshi

Address: Hyderabad

Dear Ashwini,

Subject: Offer of Employment with GlobalLogic Technologies Private Limited ("GlobalLogic")

Congratulations on your selection at GlobalLogic!

We are delighted to offer you the full-time position of **Analyst**, **Content Engineering** (**CE04**) at **GlobalLogic Technologies Private Limited ("GlobalLogic")** (hereinafter "GlobalLogic" or "Company"). You will be based out of **Hyderabad - Engineering** and work from **Hyderabad - Engineering**, however, based on the position's requirements; you may be required to work anywhere in India or abroad. Your joining date would be on or before **16-Nov-2023**. Your detailed salary structure is attached as per Annexure 1.

You are requested to furnish true and correct information pertaining to your qualification, experience & other details on the day of joining as per details mentioned in Annexure 2.

A detailed Appointment letter will be issued to you upon joining the company which will state the terms & conditions of your employment with us. Some of the important terms of your employment are as follows:

1. You will abide by all the rules, regulation and policies of the company. The Company reserves the right to amend such policies, as needed from time to time.
2. You shall be required to work for 9.5 hours in any shift (including night shift and lunch break) as may be required by the Client from time to time. While working for Client on projects, working hours and notified holidays of the client may apply. GlobalLogic may expect its employees to devote extra time as and when required, towards work other than the normal working hours. Such requirements may arise on account of specific projects, deadlines, products, assignments, events, or the like. The extra time devoted by an employee shall be referred to as "Overtime".
3. At the time of tendering resignation, you shall be required to give 30 Days notice in writing. If the resignation has been tendered on the weekend OR on any holiday, the effective date of resignation will be deemed to be the next working day only. Your services in the company shall be terminable by giving 30 Days notice or Basic salary in lieu thereof as per discretion of the management. Your last working day will be subject to the fulfillment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company.
   This offer letter is subject to further conditions that:
   a. Your employment is subject to your approval and signing of our Non Disclosure Agreement (NDA) at the time of joining.
   b. Your appointment is contingent upon successful completion of a background check as per GlobalLogic and Client Background check verification process.
   c. We reserve the right to end our employment agreement with you should the results of your background investigation not be successful.
   d. By accepting this offer, you are expressing your consent to share the BGV report with third parties including but not limited to Clients of GlobalLogic with whom you can be deputed to work from time to time.
   e. This offer is **subject to you joining GlobalLogic on or before the given joining date.**
4. Your confidentiality obligations are as detailed below:
   a. You must not use or disclose to any person any confidential or other potential business transactions, information relating to Company and its Clients business (including, without limitation, computer programs, manuals, source code, object code, technical drawings and algorithms, supplier or potential supplier names, customer or potential customer names and expertise of entities, business contacts, employees and consultants, know-how, formulae, methods of doing business, processes, ideas, inventions, (whether patentable or not), schematics and other technical, business, financial, customer and product development plans, forecasts, strategies, and information, any information relating to the Company or its Clients including the details of the Clients, vendors, and their terms of business, financial information (save to the extent that these are included in published audited accounts) which comes in your possession and which the Company regards, or could reasonably be expected to regard, as confidential, whether or not such information is reduced to a tangible form or marked in writing as "confidential", and any and all information which has been or maybe derived or obtained from any such information) and/ or any other potentially sensitive business information relating to our business or our clients which may come to your knowledge during the course of your employment. The aforementioned information shall collectively be referred to as "Confidential Information"
   b. This obligation applies both during and after your employment with us. We consider confidentiality as an extremely important issue and will take appropriate disciplinary action in the case of unauthorized disclosure of confidential information.

Mailing U-3, 6th Floor Block-1, DLF Info City Hyderabad Ltd., IT/ITES SEZ, Gachibowli Village, Serilingampally Mandal, Rangareddy Dist, TS, India-500019

Registered Plot No. 590 A, Phase-I, Road No. 31, Jubilee Hills, Hyderabad, Telangana 500033 **Phone** | 91.40.3041.9999

Phone | 91.40.6141.9900

Web | www.globallogic.com
Mail | info@globallogic.com

CIN U74899DL2000PTC109036
GlobalLogic India Private Limited
(Previously known as GlobalLogic India Limited)

c. This clause is not intended to prevent you disclosing information required by or allowed by law.

d. This clause is to be read in conjunction with the Non-Disclosure Agreement that you will sign at the time of joining the Company.

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be HR SPOC at the respective location. You are requested to report to our office situated at (U-3, 6th Floor Block-1, DLF Info City Hyderabad Ltd., IT/ITES SEZ, Gachibowli Village, Serilingampally Mandal, Rangareddy Dist, TS, India-500019) at 9.30 am.

For GlobalLogic Technologies Private Limited ("GlobalLogic")



Vice President,People Development

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **16-Nov-2023**.

Date:

Signature:

Ashwini Joshi

Mailing U-3, 6th Floor Block-1, DLF Info City Hyderabad Ltd., IT/ITES SEZ, Gachibowli Village, Serilingampally Mandal, Rangareddy Dist, TS, India-500019

Registered Plot No. 590 A, Phase-I, Road No. 31, Jubilee Hills, Hyderabad, Telangana 500033 **Phone** | 91.40.3041.9999

Phone | 91.40.6141.9900

Web | www.globallogic.com
Mail | info@globallogic.com

CIN U74899DL2000PTC109036
GlobalLogic India Private Limited
(Previously known as GlobalLogic India Limited)

GlobalLogic®

A Hitachi Group Company

GL08-FM-PD-060

Annexure – 1

Salary Structure			
Name:	Ashwini Joshi	Designation:	Analyst
Grade/ Band:	CE04/ Band 1	WEF:	16-Nov-2023
Location:	Hyderabad - Engineering		
Section A - Gross Fixed Salary Break Up			
Monthly Components (In Rs.)			
Basic		15,100	
House Rent Allowance		6,040	
Broadband/Internet Reimbursement*		0	
Mobile Reimbursement*		0	
Meal Vouchers**		0	
Statutory Bonus(As per Payment of Bonus (Amendment) Act, 2015		1,800	
Special Allowance		13,010	
Total Monthly (A)		35,950	
Total Monthly Annualised (B)		4,31,400	
Annual Components (In Rs.)			
LTA*		0	
Provident Fund (As per the PF Act 1952)		21,600	
National Pension Scheme~		0	
Total Annualised (C)		21,600	
Total Fixed Annual Gross Salary (B + C)		4,53,000	
Section B - Additional Benefits			
Retirals & Health Benefits (Annualized Amount)			
Gratuity		8,712	
Mediclaim Insurance of Rs. 2 Lacs		2,723	
Total of Section B		11,435	
Total CTC (Section A + B)		4,64,435	
Incentive Indication(per annum *)**		36,000	
Max Annual Total Remuneration *		5,00,435	

In addition to Mediclaim, employee will be covered under below additional benefits -

1. *Group Term Life Insurance worth 5 Lakhs*
2. *Group Personal Accidental Insurance worth 2 Lakhs*

** On declaration and subject to bills.*
*** Against Declaration & meal coupons issued upon completion of the month.*
 # Against bills
~ NPS can be availed max up to 10% of basic. Amount less than 10% of basic will be rounded off to nearest 100 value

**** Incentive amount is not a guaranteed amount. It may be higher, lower or nil based on your monthly/quarterly performance.he incentive amount may also be fixed for certain specific projects.*
The incentive programme is discretionary subject to change and based on individual and company performance
It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.

For GlobalLogic Technologies Private Limited ("GlobalLogic")



Vice President,People Development

Confidential/Ver 1.0

GlobalLogic®

A Hitachi Group Company

GL08-FM-PD-060

Mailing U-3, 6th Floor Block-1,
DLF Info City Hyderabad Ltd.,
IT/ITES SEZ, Gachibowli Village,
Serilingampally Mandal,
Rangareddy Dist, TS, India-500019

Registered Plot No. 590 A, Phase-I,
Road No. 31, Jubilee Hills, Hyderabad,
Telangana 500033 **Phone** | 91.40.3041.9999

Phone | 91.40.6141.9900

Web | www.globallogic.com
Mail | info@globallogic.com

CIN U74899DL2000PTC109036
GlobalLogic India Private Limited
(Previously known as GlobalLogic
India Limited)

GL08-FM-PD-060

Annexure – 2

As part of the joining process, you are expected to get originals, for verification, of the following documents:

1. Personal Data:
    a. Passport
    b. 8 Photographs (Passport size)
    c. PAN No. Details. In case of non-availability of PAN, photocopy of application.
    d. Mark Sheets and Certificate of Class X & Class XII
    e. Graduation Certificate
    f. Post Graduation Certificate
    g. Mark sheets for all semesters during Graduation & Post Graduation
    h. Mark sheets and Certificates of Diploma(s)
    i. Mark sheets and Certificates of any training(s) attended
    j. Any other additional diplomas/certificates (Mark-sheets)
    k. UAN (Universal Account Number)
    l. AADHAR Card mandatory
2. Previous Employment Record:
    a. Relieving Letter and Work Experience Certificate from all previous employer(s) showing duration of employment, projects worked and technology used (where ever possible)
    b. Copy of the resignation letter
    c. Salary slip/ certificate from the last employer
    d. PF Account No., Regd Address of PF Trust / Commissioner for last 2 companies Income Tax
    e. Form 16/ TDS certificate from ex-employer

Mailing U-3, 6th Floor Block-1, DLF Info City Hyderabad Ltd., IT/ITES SEZ, Gachibowli Village, Serilingampally Mandal, Rangareddy Dist, TS, India-500019

Registered Plot No. 590 A, Phase-I, Road No. 31, Jubilee Hills, Hyderabad, Telangana 500033 **Phone** | 91.40.3041.9999

Phone | 91.40.6141.9900

Web | www.globallogic.com
Mail | info@globallogic.com

CIN U74899DL2000PTC109036
GlobalLogic India Private Limited
(Previously known as GlobalLogic India Limited)

(10)



Strictly Private and Confidential

Date: 04/08/2023

Gopu Sreyasri

C11885754

H.no:24/78,Guntoorpally, Cherial , Siddipet dist,Telangana,India

7933950578

Dear Gopu Sreyasri,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering

Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Candidate's Signature: Sreyasri

Reference Id: 610fe092-5918-4a88-b4a5-04baf02ee36b_1
Signed By: MAHESH VASUDEO ZURALE

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment,in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

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

Candidate's Signature Sreyasi

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 Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

After accepting this Offer, we encourage you visit Countdown to the Company-

(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on *https://indiacampus.accenture.com/myzone/accenture/auth/login*

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED
Sreyasri
05-06-2023

Gopu Sreyasri

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	Annual (INR)
(A) Annual Fixed Compensation	3,00,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	25,500/-
Maximum Annual Total earning potential(A+B)	3,25,500/-
(C)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 14,200/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	**INR 344700/-**

(D)##Additional Discretionary Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares **at 15% discount on the fair market value**	

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your 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

Candidate's Signature Sreyasri

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/regulations 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.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1.Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law 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. This is as per current arrangement with our insurer and is subject to

view from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse 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.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (D) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

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.

a) 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.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octrol.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

Candidate's Signature Sreyasri

ANNEXURE II

Mandatory documentation at the time of onboarding:

1.Two copies of your recent passport size photographs.

2.Original marksheet of all semester (PG/UG).

3.Original provisional degree certificate or convocation degree certificate.

4.Copy of X, XII and all semester mark sheets of PG & UG Degrees.

5.Copy of Degree/PG/Diploma (as applicable) certificates.

6.Passport copy, if available (if not please apply immediately).

7.Pan Card

8.Certification Completion Document (as mentioned in the eligibility criteria)

9.Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

Candidate's Signature Sreyasri

ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-á-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture 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 Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture 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 Accenture. 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 Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Sreyasri

Gopu Sreyasri

Date: 05-06-2023

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

Accenture Solutions Private Limited

Letter of Authorization

(For use of personal information and sensitive personal data or information)

To whom it may concern

I understand that my employment with Accenture Solutions Private Limited, having its registered office at Plant 3, Godrej & Boyce Complex, LBS Marg, Vikhroli (West), Mumbai Maharashtra 400079 (hereinafter referred to as 'Accenture', which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees assigns and administrators), is governed by Accenture employment policies as applicable, and that this employment is subject to satisfactory background checks [including educational qualifications, past employment records, work experience, work authorization (if applicable) identity check, police clearance check, criminal records check, court record checks etc.] and professional reference checks.

I hereby certify all the statements made on the Accenture's Employee Application Form are true and complete, and I understand that any omission or misrepresentation of any fact may result in revocation of the offer of employment or refusal of employment or immediate dismissal.

I hereby declare and affirm that:

- I am not an undischarged insolvent and that I have never applied to any court of law to be adjudicated as an insolvent.
- No criminal charges have ever been framed against me by any court of law.
- I have not been convicted by any court for any offence involving moral turpitude.
- I have not been involved or been party to any financial or economic crimes in any manner whatsoever.
- I have never been involved or been party to any terrorist activities.

I agree and understand that, if at any time hereinafter, any or all of the above statements are found to be false / untrue, Accenture shall, without prejudice to its other rights, shall have the right to forthwith revoke the offer of employment or terminate my services and also initiate appropriate legal proceedings against me. I further agree and understand in the event of such revocation or termination, I shall not be entitled to any compensation or benefits whatsoever.

I hereby authorize Accenture and its representative to collect, store, process, transfer and share my personal information and sensitive personal information provided in my resume and Employee Application Form for the purposes mentioned in this Letter of Authorization, including the Data Privacy notice.

I authorize Accenture and its representative to initiate the necessary enquiries/checks with immediate effect; barring contacting my current employer

Verification of my current employment can be initiated on or after the date of joining. I also authorize Accenture and its representative to initiate reference checks with the references provided by me with immediate effect.

Further, I also acknowledge and provide my consent to Accenture to transfer and share (within India or outside of India) such information with:

a) Affiliates of Accenture for administrative purposes and/or audit;
b) Clients/prospects in relation to any staff augmentation assignments.

I hereby declare that the execution of this Letter of Authorization has been done of my own free will and consent and without any undue force or coercion in any manner whatsoever.

I am aware that Accenture has adopted security practices and procedure to ensure that the information collected is secure, and they are available on Accenture's website and in public domain for awareness.

Accenture Solutions Private Limited

I authorize all persons who may have information relevant to this enquiry to disclose it to Accenture or its representative. I hereby release all persons from liability on account of such disclosure.

I understand that:

Data Privacy Notice

Accenture collects my personal data for the purpose of verifying my background in connection with my employment or application for employment, specifically to determine eligibility for employment and/or to meet Accenture's contractual relationships with certain clients who may require additional background checks to be performed. Accenture shall not use my personal data for purposes that are incompatible with the purposes listed in this notice and Accenture's Privacy Statement unless it is required or authorized by law.

Accenture will collect information relating to my identity, which may include (to the extent applicable law allows) details regarding my:

- contact details
- professional standing
- work history
- educational history
- professional qualifications
- criminal records

Accenture collects the personal data that I provided during the recruitment process. Accenture will receive information about me from other sources, such as education institutions, prior employers, and background checks service providers.

Accenture will process my personal data on the following legal basis:

- for legitimate business purposes
- for the establishment, exercise or defense of legal claims or proceedings.
- upon my consent, where applicable
- to comply with legal and regulatory obligations, as applicable

Within Accenture, only those with a need to know will have access to the results of my background check report. Accenture may also provide my personal data to third parties to carry out the research and verification or where required in the context of a client engagement. All such third parties are subject to contractual obligations in relation to the processing of my personal data and access to my background check report will be limited to those personnel with a need to know.

As a global organization, my personal data may be transferred to other Accenture offices in Accenture's worldwide organization. Accenture has put in place adequate measures such as standard contractual clauses, inter-company agreements or binding corporate rules to protect my information during any transfers of my personal to other Accenture offices from within India to outside India (cross-border transfers).

My rights (in the circumstances and under the conditions, and subject to the exceptions, set out in applicable law) are as follows:

- request access to, including a copy of, my personal data;
- request rectification of my personal data;
- request the erasure of my personal data;
- object to the processing of my personal data;
- request the restriction of the processing of my personal data;
- to withdraw my consent to the processing of my personal data at any time by Accenture. This will not affect the right to process personal data obtained prior to the withdrawal of my consent, or its right to continue parts of the processing based on other legal bases than consent.

Certain personal data may be exempt from the above-mentioned rights pursuant to applicable data protection or other laws and regulations.

Any further questions or concerns regarding how Accenture processes my personal data, or if I wish to exercise any of your foregoing rights, I shall contact the Accenture data protection officer at dataprivacyofficer@accenture.com. If I believe that my data protection rights have been violated, I have the right at all times to lodge a complaint with a supervisory authority, either in the country where I live, the country where I work or the country where I deem that data protection law has been infringed.

Signature : Ksainidhi

Full Name in Capitals: KOTHA SAI NIDHI

Date : 28 03 2023

Note instruction: *You can either download, manually sign, scan and upload the document or choose to download, e-sign and upload.*

S&P Global

The Skyview, Survey No. 83/1, Floor No. 19,20,21, Building No. 10, Knowledge City
Raidurgam Village, Serlingampally Mandal
Raidburg (Panmaqtha) Village
Hyderabad- 500081
Telangana
India

OFFER LETTER
Private & Confidential

August 18, 2023
Arpitha Marneni,

We are pleased to offer you an employment opportunity as **Trainee** at **S&P Capital IQ (India) Pvt. Ltd. ("Company"), IN - HYDERABAD SKYVIEW. Job Grade: 5A Segment: S&P Global Market Intelligence Date of Joining: October 03, 2023** Your total earnings (Cost to company) is **Rs. 273,600.00** (For details refer to Annexure-II and Addendum). The terms and conditions of this offer are enclosed herewith in Annexure – I. You are requested to kindly acknowledge your acceptance of the offer letter (including the Annexures) by signing below and sharing a signed copy (original) of the letter within 5 days of receipt. In the event of any delay in your acceptance of this offer, the Company shall have the sole discretion to withdraw or extend this offer. We're glad to have you on board and wish you a long, productive and satisfying career with us!

Thanking you,
Yours faithfully,

Authorized Signatory
For S&P Capital IQ (India) Pvt. Ltd



Acknowledgement/ Acceptance

I am very pleased to accept the position as **Trainee** at **S&P Capital IQ (India) Pvt. Ltd.** Thank you for the opportunity. I will abide by the joining instructions and terms of the offer. I look forward to making a positive contribution to the organization.



Arpitha Marneni

ANNEXURE – I
TERMS OF EMPLOYMENT

1. **Employment period:** The employment/appointment under the Agreement is for a fixed term. The employment with the Company shall be effective from date of joining and shall continue till **September 02, 2024** or till such other date as may be mutually agreed by the parties or until terminated in accordance with the terms and conditions of this Agreement **("Term")**. During the term of your employment all the policies of the Company (leave, disciplinary policy etc.) as applicable from time to time shall be applicable.

2. **Work location:** Your initial posting will be at **IN - HYDERABAD SKYVIEW**. Your duties may be varied from time to time and your servicesare liable to be transferred either temporarily or permanently, to any one of our subsidiary/associated companies in India or abroad, at the entire discretion of the Company. In the event of a transfer, you will be governed by the terms and conditions applicable to your category of employees at the place of transfer unless otherwise specified in writing.

3. **Working Hours:** The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during shift assigned to you by your manager which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday. The normal working hours will be 45 hours per week but this may be varied from time to time, depending upon the exigencies of work.

4. **Notice period:** During the employment period this agreement can be terminated by either party by serving a one week notice or alternatively paying one week salary in lieu of notice or any shortfall in such notice period.

5. **Medical Fitness:** The employer may, at its sole discretion and costs, require you to undergo medical examination by a doctor of its choice, at the time of commencement of employment. In such case, the employment shall be subject to your being found medically fit by the examining doctor. Further, even though you may be declared medically fit by the doctor appointed by us at the commencement of employment, you shall, at any time in future be expected to undergo medical examination as may be required by us to ascertain the state of your health and medical fitness to carry out your responsibilities. If you are declared medically unfit on such medical examination, the Company shall be entitled to terminate your employment with effect from the date the Doctor appointed by us declares you medically unfit. In the event you refuse to subject yourself to such medical examination as required by us or fail thrice consecutively to physically present yourself before the Doctor for medical examination, the same shall be considered as misconduct and appropriate disciplinary action shall be taken by the Company against you (including termination)

6. **Confidentiality of compensation:** Compensation details (yours as well as of other employees of the company) is confidential information, you shall not disclose/discuss your compensation details with any other employee. If it comes to the notice of the management, it may result in Disciplinary Action, up to and including Termination.

7. **Behavior:**

The Company believes that there should be no discrimination against any employee. Verbal, physical or sexual harassment shall not be tolerated. You shall be obligated to follow and comply with the terms of the Company's policies on employee behavior and conduct (as amended from time to time) at all point in time during your employment with the Company.

8. **No simultaneous employment:** While in the employment of the Company you will not, under any circumstances, be permitted to undertake any assignment or work for any other employer (company, firm,

organization or persons) either whole-time or part-time, nor in any way be associated with any company, firm, organization or persons as Advisor, Director, Partner, whether paid or not for your services, without the prior written permission of the Company. In case this condition is contravened the same shall be considered as misconduct and you shall be liable to disciplinary action (including termination)

9. **Non – Disclosure:** You shall not during the term of your employment with the Company or at any time thereafter, disclose to any person or use any Confidential Information, or permit any person to examine and / or make copies of any documents which contain or are derived from Confidential Information, whether prepared by you or otherwise coming into your possession or control without the prior written permission of the Company, except as required in the performance of your duties as an employee of the Company , in which case such disclosure will comply with all policies and procedures established by the Company from time to time regarding the disclosure of Confidential Information by employees. Secrecy as to the affairs of the Company: You shall not during the term of your employment with the Company or at any time thereafter, use or disclose to any other company, firm, institution or person any of the secrets, business or affairs of the Company, or its clients without the prior consent of the Company. You shall not publish any book, booklet, brochure or pamphlet, or contribute any article to any newspaper or other publication whether for remuneration or otherwise, relating to the affairs of the Company, its clients or your work in the Company at any time. Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, drawings, photographs, instruments, computer software materials, documents or any other property of the Company out of the work premises. Nor shall you in any way at any time disclose, divulge or make public any information or matter concerning the Company's or its client's business affairs, property, transactions under consideration (including the identities of other companies that are or may be parties to such transactions), methods of operation or other data processes, analytical methods, accounts, transactions, dealings, trade secrets of the Company or its clients whether the same may be confined in you or become known to you in the course of your employment with us or otherwise. "Confidential Information" is any information generated or obtained by the Employee during employment, which relates to the current or potential business of the Company, including but not limited to:

10. **Trade Secrets:** Technology, methods of development, and manufacture; proprietary business information such as financial condition, bidding practices, costs, distributors, customer names and mailing lists, the identity of prospective customers, market studies; pricing studies, information and analysis; current and prospective business projections; business plans and strategies financial statements and information; special processes, procedures and services of the Company, processes, formulas, innovations, inventions, discoveries, improvements, research or development and test results, specifications, data, and know-how; marketing plans, business plans, strategies, forecasts, unpublished financial information, budgets, projections, product plans and pricing; and business policies and practices;

Information received from others, that Company is obligated to treat as confidential or proprietary; personnel information, including organizational structure, salary, qualifications of employees, employee compensation plans, employee performance evaluations, employee telephone directories and employee benefits; customer and supplier information, including identities, product sales and purchase history or forecasts and agreements; and the Company's operating policies and procedures.

11. **Intellectual Property:** You acknowledge and confirm that ownership of, and all right, title, and interest in, all work product, improvements, developments, discoveries, proprietary information, trademarks, trade names, logos, art work, slogans, know-how, processes, methods, trade secrets, source code, application development, designs, drawings, plans, business plans or models, blue prints (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 thereof), inventions (whether patentable or not, and whether or not patent protection has been

applied for or granted) hardware designs and configurations; software designs and programs; and discoveries, developments and writings and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages developed or created from time to time by or for the Company by you (the "**Intellectual Properties**") shall vest in the Company. You expressly agree that all Intellectual Properties created by you shall be under a contract of service and shall vest only with the Company.

12. **Handing over charge of Company's property on termination of employment:** You shall be bound at the termination of this employment, however terminated, to return to the Company all properties of the Company in your possession, including but not limited to all documents, papers or other material in your possession, or under your control which may contain or be derived from Confidential Information, together with all documents, notes or other work product which is connected with or derived from your services to the Company whether or not such material is at the date hereof in your possession. You shall have no proprietary interest in any work product developed or used by you and arising out of your employment by the Company. You shall, from time to time as may be requested by the Company, do all things which may be necessary to establish or document the Company's ownership of any such work product, including, but not limited to execution of appropriate copyright applications or assignments. In the event of your failure to return to the Company any of its property/asset you would be deemed to have committed the offense of criminal breach of trust and the Company shall be free to proceed against you in an appropriate forum, besides claiming liquidated damages for withholding Company property/assets in an unauthorized and illegal manner.

13. **Employer's Clients and Employees** If Employee's employment with Employer terminates for any reason, Employee shall not, for a period of one year from the date of termination, have any business dealings whatsoever, either directly or indirectly or through corporate entities or associates with any customer or client of Employer or its subsidiaries or any person or firm which has contacted or been contacted by Employer as a potential customer or client of Employer; and Employee shall keep in strictest confidence, both during Employee's employment and subsequent to termination of employment, and shall not during the period of employment or thereafter disclose or divulge to any person, firm or corporation, or use directly or indirectly, for Employee's own benefit or the benefit of others, any information which in good faith and good conscience ought to be treated as confidential information including, without limitation, information relating to the software developed by Employer, information as to sources of, and arrangements for, hardware supplied to customers or clients of Employer, submission and proposal

procedures of Employer, customer or contact lists or any other Confidential Information. In addition, Employee shall not, for a period of one year from the date of termination, hire, interfere with, solicit, or endeavor to entice away from S&P Global any person who was, to your knowledge, at the date of the termination of your employment, an employee of S&P Global and with whom, during the 24 months preceding the date of such termination, you had contact as a result of your employment with S&P Global

14. The payment of all compensation shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. You shall not be entitled to benefits other than what has been expressly stated in this letter.

15. **Background verification** Background verification (Address, Criminal, and Education, Employment, Reference checks or any other check as required by the organization from time to time) are conducted for all employees. If the information provided by you is misrepresented, the organization would take appropriate action leading up to termination of employment.

16. **Disclaimer:** Your appointment shall be deemed to have been made on the basis of the representations made or facts disclosed by in the application for recruitment or the forms filled at the time of appointment. In case any fact or representation, at any time, is found to be wrong or is concealed, the appointment shall stand invalidated and shall be deemed to have been cancelled automatically without notice or compensation in lieu thereof. The Company's practices, policies, benefits, and procedures are under review on an ongoing basis and may be modified, altered, or eliminated at any time with or without notice to employees, at the Company's sole discretion.

17. **Governing law and Jurisdiction** This document shall be governed by the laws of India and any disputes arising out of or related to this document shall be subject to the courts at **Hyderabad.**

ANNEXURE- II

COMPENSATION DETAILS

Name Arpitha Marneni
Designation Trainee
Division S&P Global Market Intelligence

	Monthly (Rs.)	Annual (Rs.)
A. Earnings		
(i) Basic Salary *45% of Base Salary*	9,450.00	113,400.00
(ii) Basket of Allowances	11,550.00	138,600.00
BASE SALARY	**21,000.00**	**252,000.00**
B. Retirement Benefits		
(i) Employer's Contribution to Provident Fund *12% of Basic Salary (plus other allowances, where applicable as per applicable law)*	1,800.00	21,600.00
TOTAL EARNINGS (A+B)	**22,800.00**	**273,600.00**

For S&P Capital IQ (India) Pvt. Ltd.

Authorized Signatory

ADDENDUM

1. Company would be providing Provident Fund for all its employees at 12% of basic salary (plus other allowances, where applicable) in accordance with applicable law. All employees will need to make an equal contribution to the Provident Fund. Any additional voluntary provident fund contribution will be at the discretion of the employee.

2. Your salary and benefits information in this letter is highly confidential. Sharing this information with anyone is against the policies of the company.

3. Leaves: There will be one sick leave per month, which cannot be carried forward.

4. All tax liabilities arising out of the compensation shall be borne by the employee.

5. Company provides employees with tax exemptions to help them avail their compensation in the most tax efficient manner. These can be availed as per the tax regulations.

N. Amulya
111720031013

movate

We look forward to having you on board on between June to August'22. As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to srimagesh.srinivasarao@movate.com before **2 business days** else, this Offer letter stands void.

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Name N. Amulya **Date** 30/01/2023

For Movate Technologies Private Limited

Welcome to Movate Technologies Private Limited

P R Manikantan

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Data Marshall Private Limited
Plot #6, D. No. 8-2-268/K/6,
Road #2, Banjara Hills, Hyderabad,
Telangana - 500034, India.

Tel: +91 (40) 23555729
Web: www.datamarshall.com
Email: hr@datamarshall.com
CIN: U72900TG2002PTC038538

Date: 01-Sep-2023

To
Mr/Ms RAMINENI MARY NIKHITHA,
HNO: 7-106, KAMMAGUDEM, BHEEMANAPALLY,
MARRIGUDA, NALGONDA, TELANGANA - 508245

Sub: Appointment

With reference to your application and subsequent discussions, we are pleased to offer you the position of **"TRAINEE - AR in RCM"** in our company.

Joining s

1. Your date of joining is 01-Sep-2023.

Place of posting & work hours

2. You will be posted at HYDERABAD, but place of posting/work place is subject to change as per Company's business needs and requirements.
3. The total working hours per week are 48 hours. The work timings may change as per work requirement.
4. You may be required to work in shifts.

Probation & Tenure

5. You will be under Probation for a period of 6 months from the date of joining. If your performance during the probation period is found satisfactory, you will be absorbed on regular rolls of the Company. During the probation period, if your performance is not found to be satisfactory, the Management reserves the right to either extend the training period or terminate your employment without any notice.
6. You have confirmed that you will work with the Company for a minimum period of two (2) years from the date of joining.

Compensation

7. Compensation details are placed at Annexure. From time to time your salary will be reviewed as per Company policy. All statutory deductions will be applicable as per existing rules in force.
8. You are required to strictly maintain secrecy of your compensation package and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other associate of the Company except to authorized HR Team members of the Company.
9. In a similar way, when deputed to work/interact at the Client site, you are expected to maintain full confidentiality regarding your salary package, and you are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients. Any breach of this clause is liable for termination of your services without any notice.

Other benefits

10. You will be entitled to leave, weekly off, paid holidays as applicable to your category (training/probation/regular) of employees and location of posting / place of work.
11. Bonus: You will be eligible for Annual Bonus as per company Policy.

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Performance Review

12. Increments will be based on performance and will be released every year as per rules of the Company. For the first year of service, as per the standard norms, your salary hike will be PRO-RATED.

Dress Code

13. You will be required to present yourself in formal attire during working hours.

Transfers

14. You are liable to be transferred in such capacity as the Company may, from time to time, determine to any other location, department, function, establishment, or branch of the Company (domestic or overseas), or subsidiary / Associate / affiliate Company. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment.

Duties and Responsibilities

15. You will be required to follow the working hours or work schedule as laid down by your Department / Business Head / Project Leader from time to time.
16. You must effectively, diligently and to the best of your ability perform all duties and responsibilities entrusted to you and ensure accomplishment of the tasks assigned to you. You may be required to work extra hours to achieve targets whenever the job so requires. You are required not to engage, whether directly or indirectly in activities that have or will have an adverse impact on the reputation / image and business of the Company.
17. You may be required to undertake travel on Company work as and when necessary. You will be reimbursed travel expenses as per Company rules.
18. You are required to comply with the policies of the Company introduced / updated / modified from time to time, as they form an integral part of the terms of employment. Consequently, you are required to understand the scope and intent behind the policies and to comply with the same. You shall be committed to ensure integrity in all aspects of functioning.

Notice Period

19. Your employment is terminable by the company, without assigning reason(s) or any during the training/probationary period. You are not allowed to separate yourself from the services of the Company for a minimum period of 2 years as committed by yourself during our pre-employment discussions.
20. On confirmation, your employment is terminable, by either party, by giving 2 Months' notice. On medical grounds or reasons attributable to weak performance, however, the notice period may be restricted to less than two months as may be decided by the Management.
21. Further, the Company at its discretion may relieve you from it services on such date, as it may deem fit without notice or even prior to the expiry of the notice period, for any act of personal or professional misconduct or violation of terms of this Appointment or violation of any condition of any Agreement specifically entered into.

Leave Policy

22. You are eligible to leaves as per the leave policy formulated by the Company from time to time.
23. If you remain absent from work without authorization or reasonable explanation for more than three consecutive working days, it would be considered as voluntary abandonment of duties from your side.

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24. In case of abandonment resulting in cessation of your service, you will be liable to pay compensation to the Company equivalent to one-month gross salary towards liquidated damages on account of loss arising out of your unplanned absence leading to non-delivery / delayed execution of Projects / ineffective functioning of the Organization.

Confidentiality and Non-Disclosure

25. You shall sign the attached confidentiality / non-disclosure/non-compete Agreement, in consideration of being employed by the Company.

ISMS Guidelines

26. The Company would expect you to abide by information Security Management System of the Company and follow all the policies and guidelines mentioned therein.

Conflict of Interest

27. You are required to engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual or group assignments part time or full time or in an advisory capacity or otherwise directly or indirectly without the express written consent of the Management.
28. Please ensure that you shall not directly or indirectly, engage in any activity or have any interest in, or perform any services for any organization/person who is involved in activities, which are or shall be in conflict with the interests of the Company.
29. It will be necessary on your part that during your employment and for a period of one year from the cessation of your employment, irrespective of the circumstances of or the reasons for the cessation, not to solicit, induce or encourage: -
    a. Any employee of the Company to terminate his/ her employment for accepting employment with any competitor, associate or customer with whom you or the Company has a direct or indirect relationship.
    b. Any customer or associate in company to move his existing business with Data Marshall Pvt. Ltd to a third party or to terminate their business relationship with Data Marshall Pvt. Ltd.
    c. Any existing employee to become associate in company with or perform services of any type for any third party.

General

30. While making presentations to prospective and present clients or associate in company you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down, if any, by the Company.
31. You shall not commit on behalf of the Company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by the Company.
32. You shall not associate yourself in any manner with activities involving collective demands and shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of trust and responsibility assigned to / occupied by you.
33. We trust that you have not provided us with any false declaration or willfully suppressed any material facts or information. If you have, you shall be liable for removal from service without notice. Please note that you are required to inform us if there are any Agreements, oral or written, which you have entered into and which relate to your commitments under the terms of your present or any previous employment.
34. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you, relating to the subject matter of your employment.

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35. Your employment terms may be specifically enforced legally, if required. If any of the provisions under these terms are declared void or unenforceable for any reason, the remaining provisions shall continue to be in force and effect.
36. At any time during the course of your employment with the Company, if you are found physically unfit to discharge your duties efficiently on a continuous basis, the company, may discharge you from the services of the Company giving a notice period of one month or lesser as may be decided by the Management or pay you salary in lieu of notice.
37. You will be responsible to notify immediately to the Company, in writing, any change / update in personal information like marital status, present address, permanent address, contact details, email address, additional/new qualification, etc.
38. Please note that the terms of employment are liable to be changed from time to time based on the Company's policies.

Note: At any point of time of your employment with the Company, in case you need any clarification on any terms of employment or support or service from the HR, you may send a mail to hr@datamarshall.com for quick response.
Please return the enclosed duplicate of this letter, duly signed on each page, in token of your having clearly understood, accepted and agreed to abide by the terms and conditions as referred above.
We welcome you to Data Marshall Family and look forward to many years of mutually rewarding association.

For **DATA MARSHALL PVT. LTD**

Human Resources

Employee Acknowledgement

I have read and understood the above terms and conditions of employment and agree to accept the same on these terms and conditions. I confirm having received original of this appointment letter.

Name: **RAMINENI MARY NIKHITHA**

Signature: _____

Date: 01-Sep-2023

Enclosures:

1) Salary Structure dated - 01-Sep-2023

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SALARY STRUCTURE

Name: RAMINENI MARY NIKHITHA
Designation: TRAINEE - AR in RCM

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8548
HRA	3419
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2129
Fixed Salary	**17096**
Basket of allowance	0
Meal Voucher	0
Gross Salary	**17096**
CCA / NSA	2300
Total Monthly Earnings	**19396**
Deductions	
PF	1,800
ESI	146
Professional Tax	150
Income Tax	-
Total deductions	**2,096**

Net Salary per month	**17,300**

Monthly Benefits	
PF	1,950
ESI	631
Total Additional benefits	**2,581**

Cost to Company per month	**21977**

Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,924
PLI	-
ANNUAL COST TO COMPANY	**275,648**

Notes:
***Bonus will be paid on the eve of Diwali (after completion of one year by Diwali).**
****Gratuity and income tax are as per applicable laws.**
***** Shift allowance will be paid monthly at the rate upto Rs. 3,500/- subject to eligibility.**
******Performance linked incentive: paid between 0% to 100% based on the eligibility criteria.**

THOMSON REUTERS

1117200310 22
S. Anisha

PRIVATE AND CONFIDENTIAL

April 24, 2023

Shunshetty Anisha
Hyderabad

Dear Anisha,

Thank you for your interest in associating with our organisation. We are pleased to confirm your selection for the **Associate Content Specialist** role.

Congratulations!

We are delighted to set out below the terms and conditions of your employment with the Thomson Reuters entity whose name appears on this letterhead Thomson Reuters International Services Private Limited.

1. Commencement Date:

Your employment with the Company commences on **May 10, 2023**.

2. Initial position, work description, Title Use and Work Base:

a. Your work base at commencement of your employment will be **Hyderabad**. Your reporting line, objectives, hours of work and other relevant details relating to the Position will be notified to you in due course. You will accept and abide by all lawful and reasonable instructions issued by any of your managers/ superiors. This may from time to time be revised by a written notice to you.

b. The Company reserves the right to redesignate or revise your Position or work description at any time by a written notice to you.

c. The Company may at any time transfer, second, depute or assign your services to any establishment or operation of the Company or any other Group Company or any successor company whether in India or abroad. Group Company means an entity that, from time to time, directly or indirectly controls, is controlled by, or is under common control with a party, or that is a successor (including, without limitation, by change of name, dissolution, merger, consolidation, reorganization, sale or other disposition) to any such entity or its business and assets. An entity will be deemed to control another entity if it has the power to direct or cause the direction of the management or policies of such entity, whether through the ownership of voting securities, by contract, or otherwise.

d. Where agreed by your reporting manager in writing and if permissible under applicable laws and regulations, the Company may permit you to use different titles or designations solely for external representation purposes for benefit of the company or the role. If that is the case, you agree that any such title shall not in any way deemed to operate as a modification of this letter, a change in your Position or otherwise entitle you to any additional benefits in relation to your employment.

3. Remuneration:

a. At the commencement of your employment, your remuneration will be as set out in the attached Annexure I.

b. Monthly or periodic components of your remuneration will be paid to you in accordance with the normal payment schedule for the time being applicable to the establishment of the Company.

Such payment shall be subject to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Your remuneration includes any amounts or components that law or regulation requires the Company to pay you as an employee (Statutory Payments). If the law revises the rates of any Statutory Payments or imposes an additional tax burden on the Company on the payment of any component of your Salary, the Company may revise the individual components of your remuneration such that the total amount of cost incurred by the Company on account of your remuneration continues to remain the same after revising the individual components.

c. The Company may at its sole discretion from time to time review your remuneration, normally once annually. Where the Company agrees to revise your remuneration, you will be notified of it in writing. Until the Company notifies you of a revision in your remuneration, the latest written communication to you giving details of your Salary shall apply. You agree that all such revisions shall be binding on you.

4. Probation:

a. Your appointment will be on probation for a period of six months (Probation Period). You will be advised in writing upon satisfactory completion of the Probation Period. If you receive no such communication, the Probation Period will be deemed to have been extended until the Company advises you in writing of confirmation in your appointment or notifying you otherwise.

b. The Company may terminate your employment by a prior written notice of at least 1 month (or payment of proportionate remuneration for any shortfall in the notice period) at any time during or at the end of the Probation Period without assigning any reason for such termination.

c. You may terminate your employment by giving the Company a prior written notice of at least 1 month at any time during the or at the end of the probation period.

5. Statutory Benefits:

a. Subject to clause above, you will be eligible to statutory benefits such as provident fund and gratuity, as detailed in the Memorandum **"Terms and Conditions of Employment"**, and under the relevant policy in force as revised and amended from time to time.

6. Leave:

a. You will be entitled to leave, in accordance with the policies of the Company for the time being in force. At the commencement of your employment, your leave entitlement will be as set out in the Memorandum **"Terms and Conditions of Employment"**.

7. Information Provided by You, Reference Checks, Background Check:

a. The information and documents submitted by you before the commencement of your employment (or subsequently) (including your resume, application forms, information specifically provided under clause 7(b), etc.) or at anytime thereafter form the basis of, as relevant, offering employment to you and continuation of your employment.

b. You have confirmed to the Company that you neither have any freelance, advisory, partner or any similar engagement contract with any third party nor have a business set-up that may give rise to a conflict with your employment or amounts to being in competition with Company's business, except your financial investment in a partnership firm (as a dormant partner)

involved in real estate activities without your involvement in running the partnership firm. You shall promptly inform the Company if any such work or business is conflicting with your employment or competes with the Company's business. If, in the reasonable opinion of the Company, such work or business you undertake gives rise to a conflict or is in competition to the Company's business, the Company may terminate your employment without further notice.

c. The Company reserves the right to make such inquiries, background or reference checks (including criminal background checks) as it considers necessary. By accepting employment: (i) you agree to the conduct of such checks including by way of engaging third party agencies to conduct such checks; and (ii) you consent to your personal details to be used for conducting such background checks (including providing them to the third party agencies solely for this purpose).

d. The commencement or continuation of your employment with the Company is contingent upon a background check and check of references satisfactory to the Company. Further, the Company shall have the right, and you hereby consent to such monitoring of your performance and your activities during the period of employment with the Company as the Company deems fit.

e. You shall submit to the Thomson Reuters Human Resource team a pre-approved document list as detailed in Annexure II to this letter of appointment and bring the appropriate documents with you on your first day of work. Failure to present this identification may result in, as relevant, a delay in the commencement date of your employment or termination of your employment.

8. Code of Conduct:

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times. If you have computer access, you will likely be able to submit your acknowledgement electronically. Information will be provided to you as to how to submit your electronic acknowledgement. If you do not have computer access, you should sign a copy of the acknowledgement form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment at any time if it does not receive your acknowledged, signed copy of any of the Codes. You acknowledge that non-compliance with any of the Codes may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment.

9. Changes to the Terms and Conditions of Employment Applying to you:

a. You acknowledge that over a period of time, due to changes in the market conditions, business environment it will be necessary for the Company to make changes or modifications to (or replacement of) the terms and conditions of employment. The Company reserves the right to make changes or modifications to (or replacement of) any of the terms and conditions of your employment as the Company acting reasonably considers necessary in the context of changes in the business environment, market practices or other circumstances. Minor changes of detail (e.g. in procedures) may be made from time to time and will be effected by a general notice to employees.

b. You will normally be given not less than 15 (fifteen) days written notice before any significant changes are made to the terms and conditions of your employment and you hereby grant your express acceptance and readiness to comply Company rules, regulations and policies in existence together with any changes or modifications thereof from time to time.

10. Confidentiality:

a. You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called Confidential Information.

b. You will keep confidential the Confidential Information and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

c. Confidentiality obligations set out in this clause 10 do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

11. Intellectual Property Rights:

a. Your employment with the Company shall at all times be subject to your signing (and acting in a manner consistent with) an undertaking in favour of the Company vesting in the Company all intellectual property rights in the works created by you in accordance with the form attached to this letter as **Annexure IV**.

12. Termination:

a. Without limiting clause 4, the Company may at any time terminate your employment:

i. Without cause by giving you prior written notice of at least **60 days** (Notice Period) or paying you amount equivalent to the proportionate Payslip Total for any shortfall in the Notice Period.

Payslip Total means the total gross monthly salary as shown on your latest salary slip provided by the Company to you (including taxable reimbursements) but excluding amounts payable upon retirement, your committed or discretionary bonus and any reimbursements:

ii. With immediate effect without any compensation by a written notice to you if:

A. You are (or the Company acting reasonably is of the view that you are) in material breach of the terms and conditions of your employment and the Code of Business Conduct and Ethics.

B. The Company, acting reasonably, is of the opinion that you have engaged in fraud, misconduct, material violations of any Policies (defined below) or have been grossly negligent or reckless in your conduct);

The Company at any time discovers that any information or document submitted by you is fraudulent, materially false or incorrect; or the Company following the conduct of background or reference checks referred to in Clause 7 or otherwise receives information or becomes aware of information concerning you which the Company, acting reasonably, considers to be materially detrimental to its interests should your employment continue.

iii. With immediate effect if for any reason you are considered no longer medically fit to perform your duties as an employee by a medical practitioner of the Company's choice or your absence from work due to medical reasons exceeds 2 months in any calendar year;

iv. By a written notice at any time during or at the end of the Probation Period without assigning any reason for such termination;

v. By a written notice, where in the event your appointment is made subject to your passing your educational qualification and you do not within the time limit stipulated to you by the Company produce a certificate of passing your educational qualification to the reasonable satisfaction of the Company, and

vi. With immediate effect if you are absent from work for a period of 8 working days without the written approval of your reporting manager (including where you overstay your leave/training).

b. Without limiting clause 4, you may terminate your employment without cause at any time by giving the Company a prior written notice of at least **60 days** (Notice Period Days).

c. Company reserves all rights to recover the shortfall of Notice period in the event of early relieving as per the request of the employee.

d. In the event of a notice for termination or notice of resignation being served in accordance with this Letter, notwithstanding the date of effectiveness of the dismissal or resignation, the Company shall have the right, at its sole option and discretion, to place you on garden leave from the date of the notice of termination or resignation until the expiry of the notice period ("Garden Leave Period), during which period you may be required not to come to the office, and cease to undertake work in the capacity of an employee of the Company. However, if required by the Company, you shall make yourself available for work during the Garden Leave Period, including for transition of your role and other work different from your normal duties.

You may not be engaged or employed by or take up any office or partnership in any other company, firm or business, or trade on your own account. In addition, you may not contact or attempt to contact any client, customer, supplier, agent, professional adviser, or any employee of the Company without the prior written permission of the Company. Salary and other contractual benefits shall continue to be paid during the Garden Leave Period, subject to you

complying with the terms of your employment, and any other reasonable conditions that may be imposed by the Company.

13. Company Policies:

a. You acknowledge and agree that during the course of your employment you will be governed by the rules, policies, guidelines, codes and internal regulations as are for the time being in force (together, Policies). The key current Policies will be made available to you; however, you acknowledge that it is your responsibility to know and keep yourself updated of the Policies from time to time. Please get in touch with the relevant Human Resources team for assistance on where and how you may access the Policies.

b. You acknowledge that the Company continues to operate in a dynamic environment due to which it may from time to time be necessary for the Company to make changes to its Policies. You therefore acknowledge and agree that the Company may from time to time at its discretion revise, modify, add, delete or replace any of the Policies. You agree to be bound by all such changes.

14. Notice Pay Reimbursement (If applicable):

a. Where the Company reimburses to you any amount that you have to (or have had to) pay to your previous employer in lieu of any shortfall in your termination notice period with your previous employer (Notice Pay Reimbursement), you agree that: a. You are responsible to properly account for and pay any applicable statutory taxes or levies on such payment;

b. In the event of resigning voluntarily or getting terminated due to poor performance evaluation within one (1) year from the date of joining, the Company reserves the right to reclaim the reimbursed Notice Period Payment in full.

c. You authorise the Company to deduct any such recovery from the amounts that the Company may be obliged to pay you at the time of settling your dues following cessation of employment.

15. The terms of this letter is governed by, and shall be construed in accordance with the laws of India. Each Party consents to the exclusive jurisdiction and venue of courts in Mumbai for all matters arising out of or relating to this Letter.

16. Non-Solicitation:

a. You undertake that a period of six (6) months from the date of termination of service or expiry of services with the Company, you will not, whether directly or indirectly in any manner whatsoever, endeavour to solicit or entice away any person who is engaged with the Company, whether as an employee, consultant, adviser or in any other capacity. You also agree that in the event of your separation from the Company for whatever reason, for a period of one (1) year from the date of termination of services or expiry of services with the Company (except with the written approval of the Company), you will not solicit business in competition with the Company.

You will not divulge information of the Company to any third party/client of the Company neither will you in competition offer or supply products or services, which competes directly with those products or services offered by the Company or its group companies.

b. For a period of one (1) year from date of termination of services or expiry of services with the Company (except with the written approval of the Company) you will not be employed with or provide consultancy services directly or indirectly to a customer of the Company or to any of its group companies.

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17. General:

a. Headers or titles are for the sake of convenience only and do not affect the construction or interpretation of your employment contract.

b. Where you wish to give notice to the Company you must send it to the Company's office located at the place where your manager is based with a copy to Human Resource team supporting your function. You agree that where we need to give you notice, the notice may be issued to you electronically or otherwise be sent to you at any of the last known contact address that you have provided to the Company. Either you or the Company may change the contact address for notices by a prior written notice to the other.

c. If the Company does not exercise a right, it does not mean that the Company has waived its right either in that instance or any subsequent instance.

We are excited about the many ways you will have opportunities to contribute to the success of the Company and look forward to your accepting employment with us. If you have queries, please do not hesitate to get in touch with the Talent Acquisition team member with whom you have been connected with.

Yours faithfully,
Thomson Reuters International Services Private Limited
(A Thomson Reuters Company)

Catriona Mackness
Senior Director, Regional HR India

ACCEPTANCE

By signing below, I accept employment with the Company on the terms and conditions set out above and further agree that (a) it contains the terms of my employment with the Company including those set out in Annexure I to this letter of appointment, and the Memoranda "Terms And Conditions Of Employment - Components of C & B" and "General Policies Governing Employment", and as described further below in this document; and (b) these terms and conditions offer supersede any and all prior understandings, offers or agreements, whether oral or written.

Signature:
Name: **Shunshetty Anisha**
Business Title: **Associate Content Specialist**
Date:

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Annexure I - Total Rewards

Name: Shunshetty Anisha

Title: Associate Content Specialist

Reporting Manager: Estalita Adeline Philips

Department: Operations Content

Base Pay (Total Fixed Pay)

Particular/Component: (Refer Components of the Total Rewards, Terms (a))	Amount INR
Basic (per annum)	180,000
Flexible pay (per annum)	98,400
Provident Fund (per annum)	21,600
Base Pay (Total Fixed Pay)	300,000

As per the Compensation structure, below two components would be part of Flexible Salary component and calculated as:

- House Rent Allowance: 40% of Basic Salary.
- Leave Travel allowance: 20% of Basic Salary or balancing amount, whichever is lower.

** Refer to the flexi pay document for more details

Variable Pay

Target bonus Annual Incentive Plan:

- Apart from the Base Pay (Total Fixed Pay) components as specified above, you are eligible to participate in our **Variable Pay AIP Plan**, subject to the criteria of the then applicable incentive plan of the company.
- This is a discretionary bonus plan based on Individual performance and Company performance with a payout of **6.00%** of the Base Pay (Total Fixed Pay). The potential variable pay amount INR **18,000** (An indicative amount only) on a full year basis
- Please note that the payout under this plan will always be according to the company's applicable incentive plan as may be revised and circulated every year.
- Should you be eligible to receive bonus under the Payment of Bonus Act, 1965 ("Bonus Act"), any variable pay amount as described in the paragraphs above will be deemed to be in lieu of bonus based on profits payable under the Bonus Act. If the variable pay amount payable to you, as described and calculated in the paragraphs above, is less than your entitlement under the Bonus Act, the differential amount shall separately be paid to you within the timelines set out under the Bonus Act.

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Statutory Benefit

Gratuity:

Subject to the below terms and conditions and the limits set out in the Payment of Gratuity Act, 1972 you shall be eligible for Gratuity Payment.

Please note that on becoming eligible for Gratuity (a) the maximum limit of Gratuity to be exempted from tax is with accordance to the law.(b) if the PGA changes such that any of the eligibility, limit or method of calculation of payment of gratuity is/are altered, then the Company from time to time reserves the right to revise the terms of payment of gratuity in accordance with its then applicable policies.

Additional Benefits

Shift Allowance:	Where applicable and the allowance is variable based on shift timings. The details provided in the Shift Allowance Policy
Group Mediclaim Insurance Policy (GMC):	Insurance cover: INR 500,000 p.a for spouse, two children and parents (Note: Maternity Benefit of INR 100, 000 for C-section and INR 75, 000 for Normal cases is included in the total Insured amount)
Group Term Life Insurance Policy (GTL):	Sum Insured: 4 times of TFP (Total Fixed Pay)
Employee's Group Personal accident Insurance Policy (GPA)):	Sum Insured: 4 times of TFP (Total Fixed Pay)
Employees Depository Linked Insurance (EDLI):	Flat Sum Insured: INR. 702,000

The remuneration stated above is subject to the terms and conditions of your contract of employment of which this is a part.

Please refer the Flexi pay document to understand the terms & conditions

For **Thomson Reuters International Services Private Limited,**
(A Thomson Reuters Company)

Catriona Mackness
Senior Director, Regional HR India

ACKNOWLEDGED AND AGREED

Signature:
Name: Shunshetty Anisha
Date:

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Annexure II

LIST OF DOCUMENTS TO BE SUBMITTED

- Copy of Experience & Relieving letter from last employer (If applicable).
- Identity Proof for Bank Account Opening (Copy of passport, Pan Card, Driving License & Aadhar card).
- 3 Passport Size Photographs in White background.

Thomson Reuters International Services Private Limited
Hyderabad Office: Floor 12, 13 & 14,
Building 11, Raheja Mindspace,
Hyderabad-500081

O +91 40 6732 0000

Regd. Office: Unit 1008, C Wing,
One BKC, G Block, Bandra Kurla Complex,
Bandra East, Mumbai- 400051,
CIN: U72100MH2003PTC138509

tr.com

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Annexure III

CONFIRMATION OF ACCEPTANCE OF TERMS AND CONDITIONS REGARDING COMPENSATION AND BENEFITS AND GENERAL EMPLOYMENT TERMS

I Shunshetty Anisha, hereby confirm that I acknowledge having received a copy of and agree to the contents of the following memorandum:

- Terms and Conditions of Employment & Flexi Pay Components.

I understand that this memorandum, together with any amendments and modifications thereto, shall be available on the intranet portal of the Company, and I further understand that it is my responsibility to check for any modifications or amendments to the memorandum mentioned above from time to time. Where such memorandum sets out terms and conditions, I agree that the Company may from time to time revise them and any such terms and conditions or their revisions will be binding on me. I agree to comply with them as are for the time being in force.

ACKNOWLEDGED AND AGREED

Signature:
Name: Shunshetty Anisha
Title: Associate Content Specialist
Date:

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Annexure IV

Thomson Reuters International Services Private Limited
(A Thomson Reuters Company)

Intellectual Property related Undertaking

By this undertaking (**Undertaking**), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I: i. Will promptly make full and complete disclosure about the Intellectual Property to the Company; and ii. Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trade marks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not , patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

2. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation: (a) execution of necessary documents and written confirmations; (b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property; (c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

3. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

4. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

5. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.

I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the Company's policies for the time being in force.

ACKNOWLEDGED AND AGREED

Signature:
Name: Shunshetty Anisha
Date:

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verizon

Verizon Data Services India Pvt. Ltd.
Regd. & Corp. Office:
8th Floor, Citius Block - B, Olympia Technology Park
Plot No. 1, SIDCO Industrial Estate
Guindy, CHENNAI - 600 032. INDIA

Tel: (91 44) 4394 5000
Fax: (91 44) 4394 4000
www.verizon.com

CIN: U72300TN2001PTC046551

Monday, April 10, 2023

Divya Singireddy
Babaguda (v),H. No: 8-2,shamirpet(M),medchal (dist),
Hyderabad

Dear Divya,

We are very excited to formally offer you the position of Junior Engr-Software Devt in Hyderabad for Verizon Data Services India Private Limited (the "Company") beginning on Monday, June 26, 2023. This letter describes the terms and conditions of your employment. Your employment is subject to satisfactory completion of background and reference checks, the absence of any bars or restrictions on your employment with the Company and your acceptance of these terms and conditions.

Employment Status

You will be on probation for an initial period of six (6) months, which the Company may extend in its sole discretion. During your probationary period, the Company can dispense with your services at any time by giving thirty day's notice or payment of salary in lieu thereof.

Compensation

Your compensation is as set forth in ANNEXURE I. This compensation shall be paid to you in accordance with the Company's normal payroll practices. You are expected to keep your compensation information confidential. All amounts payable to you by the Company pursuant to your employment shall be subject to requisite tax and other statutory deductions in accordance with applicable laws.

Leave and Benefits Plan

You will be eligible for leave and benefits as per Company policy.

Indian Statutory Schemes

You will be covered under the Employees Provident Fund Scheme from your date of joining the Company. In addition, at the time of separation from service, you may be entitled to gratuity under the Payment of Gratuity Act, 1972 and the Company's policies.

Compliance Documents and Personnel Policies

At our company, our reputation is a critical asset. Each and every one of us must focus on making it a point of pride. Our Code of Conduct clearly outlines our roles and responsibilities as employees and members of the Verizon community, and provides guidance on our daily decisions that affect the welfare of the Company. It is part of our culture, part of the way we do business. If you decide to accept our offer of employment, please read the Code in advance of your first day of employment; it is available via Verizon's external web site at: http://www.verizon.com/about/our-company/code-conduct Upon commencement of your employment, you will be required to complete a series of New Employee Forms, which will include a certification that you have read, understand and will abide by the Code in the course of your employment.

In addition, the Business and Scientific Information and Security Agreement (see Schedule 2) will apply during your employment. Moreover, your duties may require you to travel to and from Hyderabad. You may also be required to spend days away from Hyderabad depending on the requirements of your position. You should make yourself familiar with our travel and expense reimbursement policy.

Finally, Company personnel policies and practices will apply to situations not specifically addressed in this letter. The Company may, at its sole discretion, change these from time to time.

ta Privacy

hroughout the course of your employment with the Company, the Company needs to collect personal information from you and about you and share this with its affiliates and third parties acting on behalf of the Company. This information permits the Company to handle any matters or issues arising out of or in connection with your employment. Schedule 3 sets out the way in which the Company will collect, use and process your personal information. Please review and consent to the collection, processing and sharing of your personal information.

Confidentiality

Your employment is subject to you signing the Confidentiality and Non-Solicitation Agreement which is provided as Schedule 4. The Confidentiality and Non-Solicitation agreement should be initialed by yourself on each page, and signed and witnessed on the bottom of the last page.

Use of Company Systems

All messages composed, sent, stored or received on or using the electronic communications system of the Company are and will remain the property of the Company. The Company reserves the right to access, inspect, review and monitor, at any time and without notice, your use of any of the Company's communication systems and/or any equipment.

Separation from Service

The Company may terminate your employment at any time, without notice or payment in lieu of notice, for cause including but not limited to: (a) inattention or negligence in the performance of your duties and obligations; (b) breach of the terms and conditions of this letter; or (c) any other action or inaction on your part that would constitute adequate cause for termination pursuant to any policy of the Company or any applicable law.

You may voluntarily resign from employment with the Company at any time on giving a prior written notice of two (2) months to the Company. The Company may at its sole discretion waive all or part of the notice or allow you to pay in lieu of the notice. Any resignation must be accepted by the Company to become effective. Once accepted, you cannot withdraw the resignation unless specifically approved in writing by the Company.

The Company may terminate this agreement at any time for any reason whatsoever by giving you two (2) months' notice in writing or payment of your salary in lieu thereof. You agree and accept that any statutory or other "last in first out" rule or any modifications thereof shall not apply in the event of the termination of this agreement for any reason whatsoever.

The Company's mandatory retirement age is set forth in its policies.

Transfer/Deputation/Secondment

It is expressly understood that your services are transferable to any of our affiliated companies in India or abroad, at the sole discretion of the Company. You may also be deputed/seconded to any of our affiliated companies, clients or customers at the sole discretion of the Company.

Prohibition of External Employment

In addition to any restrictions set forth in the Code of Conduct, you may not, without the prior written permission of the Company, directly or indirectly undertake any external employment, work or public office, or render advisory or other services (paid or otherwise) to an external business enterprise.

Deductions

You agree and acknowledge that the Company may, subject to applicable laws, at any time during the term of employment or at your separation from employment, deduct from your salary, or final settlement, any amounts owed by you to the Company or any costs incurred by the Company due to any damage or loss to Company property or assets caused by you.

Miscellaneous

This letter shall be governed and interpreted according to the laws of India. The courts at Chennai shall have the exclusive jurisdiction to entertain any dispute, controversy, claim or breach arising out of or in relation to this employment agreement. Amendments to, or waivers of, the terms of letter must be in a writing executed by you and the Company. If any provision of this letter is held by a court of competent

sdiction to be illegal, invalid or unenforceable, the remaining terms and conditions will remain in full rce and effect. Any invalid or unenforceable provision of this letter will be replaced with a provision which s valid and enforceable and most nearly reflects the original intent of the invalid or unenforceable provision. No delay, failure or omission by the Company to exercise any of its powers, rights or remedies under this letter will waive any of them nor will any single or partial exercise of any such powers, rights or remedies preclude any further exercise of them. This letter and its schedules constitute the entire understanding relating to terms of employment between you and the Company and supersedes all prior offers, agreements, statements or representations, written or oral, between you and the Company.

We welcome you to the Verizon family. We are confident that your skills and experience will be a significant asset in meeting the challenges that are ahead, and we look forward to sharing your successes. Please return a copy of this letter and the attached Schedules after they are signed. You will receive duplicate copies on returning them to us.

Yours faithfully,
For Verizon Data Services India Private Limited

Balamurugan Muthukumaraswamy
Senior Manager - Talent Acquisition

I agree to the terms of employment set forth in this letter.

S. Divya
Signature of employee

DIVYA SINGIREDDY
Printed Name

14/06/2023
Date

ease return this letter and the Schedules by Thursday, April 13, 2023 to:

Talent Acquisition Team
Verizon Data Services India Pvt. Ltd.,
Plot No: 1, Citius Block 'B',
Olympia Tech. Park,
SIDCO Industrial Estate,
Guindy, Chennai - 600 032
Tel: 044 - 4394-3994
Fax: 044 - 4394 5001

If we do not receive these by Thursday, April 13, 2023, this offer will expire.

ANNEXURE I
SALARY STRUCTURE

Name: Divya Singireddy
Designation: Junior Engr-Software Devt

COMPONENTS	ANNUAL	MONTHLY
BASIC SALARY	160000	13333
HOUSE RENT ALLOWANCE	80000	6667
FLEXI BENEFIT PLAN #	133104	11092
GROSS SALARY	**373104**	**31092**
PROVIDENT FUND	19200	1600
GRATUITY	7696	641
COST TO COMPANY	**400000**	**33333**
VERIZON INCENTIVE PAY AS PER POLICY: TARGET RANGE 0-5% OF CTC*	20000	
GRAND TOTAL	**420000**	

*Verizon Incentive Pay is purely based on individual and organizational performance and at the discretion of the management. This component is non-negotiable.
Employees can allocate their "Flexi Benefit Plan" amount under four (4) heads of reimbursements, viz., Meal voucher, Telephone, Leave Travel Allowance and Vehicle Reimbursements subject to eligibility thresholds applicable to their job bands ("Reimbursements"). Unallocated or remaining "Flexi Benefit Plan" amount will be paid as Special Allowance on a monthly basis. Unclaimed Reimbursements will be paid to the individual as an allowance at the end of the financial year subject to applicable tax. For more details on eligibility and limits, please refer the Compensation Policy on About you.

Yours faithfully,
For Verizon Data Services India Private Limited

Balamurugan Muthukumaraswamy
Senior Manager - Talent Acquisition

Schedule 2

BUSINESS AND SCIENTIFIC INFORMATION AND SECURITY AGREEMENT

I, the undersigned, in consideration of my employment by the Company (as hereinafter defined), and for the compensation paid to me, and for the opportunity given to me to become acquainted with the Company's business, trade secrets, and proprietary information, hereby agree as follows:

1. The following Terms shall have the following meanings within the context of this Business and Scientific Information and Security Agreement ("Agreement"):
   a. The "Company" means Verizon Data Services India Private Limited or a parent or a subsidiary, directly or indirectly, controlling or controlled thereby, and their successors, assignees, or designees.
   b. "Creative Property" means all inventions, trademarks, concepts, discoveries, developments, creations, and ideas. Such Creative Property shall include, but not be limited to, all processes, training materials, machines, manufactures, compounds, compositions of matter, computer software, computer firmware, improvements thereto and know-how related thereto, whether patentable or not.
   c. "Writings" means the tangible expression, in any form, of information relating in any manner to the research, development, sales, marketing, training, manufacturing, or other business activities of the Company. Such Writings shall include, but not be limited to, blue-prints, designs, diagrams, documents, notes, notebooks, flow charts, specifications, manuals, reports, photographs, photomasks, training materials, computer software, and computer firmware.

2. I agree that all Creative Property made or conceived by me, either alone or together with others, while I am an employee of the Company shall be the sole and exclusive property of the Company. However, the Company shall not acquire any rights to any invention developed by me either alone or together with others, that did not involve the use of any trade secret, proprietary information, equipment, supplies, or facilities of the Company, and that occurred entirely on my own time, or our own time in the case of joint inventions. The exceptions to this latter rule are if:
   a. the invention relates directly to the business of the Company, or to the Company's actual or demonstrably anticipated research or development, or
   b. the invention results from or is based upon any work performed by me or my joint inventor(s) for the Company.

3. I agree that all Writing prepared by me either alone or together with others while I am an employee of the Company, including all rights therein, shall be the sole and exclusive property of the Company. I agree to hold all Writings in confidence until and unless the Company has otherwise released me, in writing, from that obligation.

4. I hereby irrevocably assign, grant, transfer and convey absolutely and forever to and for the benefit of the Company, all my right, title and interest in the whole of my rights whether now or hereafter created, throughout the universe, in any and all Creative Property and Writings that are the property of the Company pursuant to paragraph 2.0 or paragraph 3.0. Upon the execution of this Agreement, the Company shall become the sole and absolute owners of all the rights in any and all Creative Property and Writings conceived or made by me while I am an employee of the Company within the scope of paragraph 2.0 or paragraph 3.0 of this Agreement. To the extent I am otherwise deemed to be the owner or licensee of any intellectual property embedded in or utilized by any Creative Property or Writings that I create during my employment by the Company, I hereby assign (or license if I am a licensee) to the Company all worldwide rights in such intellectual property necessary or appropriate for the full and exclusive enjoyment and commercial exploitation by the Company of such Creative Property or Writings.

5. I agree that notwithstanding the provisions of Section 19(4) of the Indian Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to me, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. I further acknowledge and agree that I will waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Indian Copyright Act, 1957. I also agree to assist and cooperate with the Company in perfecting the Company's rights in the Creative Property or Writings.

6. I agree that during and after my employment with the Company I will promptly review, sign and return all papers to the Company or its designated representatives which, in the discretion of the Company are required:

a. to obtain for the Company all rights in Creative Property and Writings, including all patent rights and copyrights, or
b. to maintain or uphold any rights of the Company in all Creative Property and Writings. I further agree to give such other assistance as the Company may need (but at the Company's expense) in any proceeding in any country.

7. I agree that during and after my employment with the Company I will disclose in writing to the Company or its designated representatives all Creative Property and Writings made, conceived, or produced by me either alone or together with others while an employee of the Company. This obligation shall exist as to any Creative Property and Writings whether or not I believe it would become property of the Company under any provision of this Agreement.

8. I agree that all writings, materials, or devices containing trade secrets or proprietary information, whether produced for the Company by me or others, which I acquire or gain access to as a result of my employment with the Company shall be the sole and exclusive property of the Company. These include computer programs, documentation, testing materials, internal company communications, design information, interface information, passwords and other information used to access company or customer systems or data, as well as information concerning the company's networks, customers, or vendors. ("Proprietary Information"). I further agree that in the event of the separation of my employment by me or by the Company for any reason, I will promptly deliver to the Company all such Proprietary Information, and I will not take with me any such Writings, materials or devices or any copies thereof.

9. I agree that by signing this Agreement the Company does not wish to acquire, or require me to use in the performance of my responsibilities at the Company, any trade secrets or proprietary information of which I had knowledge before becoming an employee of the Company. I agree not to reveal such trade secrets and other proprietary information to the Company or any of its representatives. I also agree not to use such trade secrets and other proprietary information in the course of the performance of my work for the Company.

10. I agree that while I am an employee of the Company, I will not knowingly or intentionally violate the valid provisions of any software license agreement or confidentiality agreement entered into with a third party either by me or by the Company, such as by making unauthorized copies of software of the third party which is acquired by or assigned to me for use, custody, or control. I also agree that I will not knowingly or intentionally violate any intellectual property rights of third parties, such as copyrights.

11. I agree that I will abide by any rules or instructions provided by the Company concerning the security of the Company's facilities, physical property and information as well as all rules and instructions provided by the Company with respect to the proper scope of work performed and data accessed by me under the Company's "Project Clearance" guidelines.

12. I agree that I will not use the Company's software, equipment or networks for non-business use, except as allowed under the Code of Conduct and I will abide by any instructions by the Company with respect to use of the Company's software, equipment or networks.

13. I agree that any portion of the Agreement which a court of competent jurisdiction determines to be void or unenforceable because it is against public policy or for any other reason, shall be disregarded and shall not affect any other provisions of the Agreement.

14. I further agree that the court, upon the request of the Company, may change and interpret any provision which would otherwise be void or unenforceable so that it will be valid and enforceable to the maximum extent permitted by law.

15. I agree that my heirs, executors, administrators, representatives, and assigns shall be legally bound by this Agreement.

16. I agree that this Agreement may not be amended except by a written document signed by me and an authorized officer of the Company.

17. I agree that any prior agreement which I made with the Company concerning the subject matter contained herein shall be replaced by this Agreement.

18. I represent to the Company that I am under no restriction or obligation, by contract or otherwise, which would preclude me from joining the Company.

19. I agree that for a period of twenty-four (24) months following my separation of employment contract for any reason from all Verizon Companies, I will not

- Personally engage in "Competitive Activities" (see definition below); or
- Work for, own, manage, operate, control or participate in the ownership, management, operation or control of, or providing consulting or advisory services to, any individual, partnership, firm, corporation, or institution engaged in "Competitive Activities."

Competitive Activities means business activities relating to products or services of the same or similar type as the products or services which (i) are sold (or, pursuant to an existing business plan, will be sold) to paying customers of one or more Verizon Companies, and (ii) for which you had responsibility to plan, develop, manage, market or oversee, at any time within the twenty-four (24) months preceding your separation of employment for any reason from all Verizon Companies. Notwithstanding the previous sentence, a business activity will only be treated as a Competitive Activity if it occurs within the territory served by the Verizon Companies as of your date of separation.

I agree to the terms set forth *in this Agreement*.

S.Divya.
Signature of employee

DIVYA SINGIREDDY
Printed Name

14/06/2023
Date

Schedule 3

EMPLOYEE DATA PRIVACY AGREEMENT

Verizon Data Services India Private Limited (the "**Company**") may use your personal data in the following ways, without limitation:

1. The Company maintains various personal information about each employee as well as some independent contractors ("**Employee Data**"), including home address, marital status, educational background, history with the Company, areas of expertise, salary, bonuses and other benefits.

2. Employee Data is used in furtherance of the employment or contractor relationship, to administer benefits, process the Company's payroll, to withhold taxes and administer other obligatory withholdings, and to comply with various reporting or disclosure obligations under applicable laws and regulations.

3. The Company stores Employee Data in controlled-access, centralized databases in the United States and in paper and electronic files located locally. The electronic databases are controlled by specially authorized administrative human resources staff only and can be accessed only by those authorized users. Such authorized users may be located inside or outside the United States. The Company places certain information, such as names, pictures, and business contact numbers, in internal company directories that are accessible by all employees of the Company. The Company reserves the right to store Employee Data in controlled-access, centralized databases outside the United States and in paper and electronic files located outside India.

4. As the Company is part of a global enterprise, comprised of a group of companies operating internationally, Employee Data will from time to time be transferred between affiliates of the Company to achieve the objectives described above and Employee Data may be accessed by Company employees outside the country in which it is collected. Likewise, as part of its normal operations, the Company will need to make some Employee Data available to auditors, outside professional advisors, and contractors (e.g., payroll processing contractors) under a duty of confidentiality ("Authorized Third Parties") to achieve the objectives described above. Although in each case most of the recipients of Employee Data will be located locally within the country in which the data is collected, others may be located in the United States or elsewhere. Such recipients may be located in countries that do not afford statutory protections for personal information equivalent to those within the country in which the data was collected. Nevertheless, the Company will, at all times, endeavor to protect Employee Data, regardless of whether it is used locally or transferred internationally to affiliates of the Company, or is in the hands of Authorized Third Parties. The Company will do this by putting place contractual limitations on Authorized Third Parties' rights to use the Employee Data disclosed to them and by use of commercially reasonable security measures.

5. Where relevant to the job function of the employee, the Company may also supply employee business contact information to customers of affiliates that are part of the Company.

In addition to information about yourself, you may also have provided the Company with information about your dependents, relatives and friends ("**Dependents**") for health and other insurance policies and in connection with emergency contact details. By signing this form you confirm that those persons are aware that you have provided their data to the Company and furthermore that they consent to the Company storing and using their data for the purposes for which you provided it.

You have the right to periodically review, update and/or correct your Employee Data. Please see your Human Resources representative for further information and assistance. In addition, you should feel free to approach your Human Resources representatives if you have any further questions about your Employee Data.

Please affirm your consent to the Company's collection, processing, disclosure and transfer of your personal information and that of your Dependents as described above by signing this form in the space provided below.

Thank you for assisting the Company in its efforts to work within the legal framework established by privacy legislation.

I consent to the Company's collection, processing, disclosure and transfer of my personal information and that of my Dependents as described above.

S.Divya
Signature of employee

DIVYA SINGIREDDY
Printed Name

14/06/2023
Date

Schedule 4

CONFIDENTIALITY AND NONSOLICITATION AGREEMENT

In consideration of my employment by Verizon Data Services India Private Limited (the "**Company**"), and in consideration of the wages and/or commissions and benefits paid to me by the Company in connection with my employment, as a condition of my employment, wages and/or commissions, and benefits, I covenant and agree with the Company as follows:

1. Company Information. I agree that, for the purpose of this Agreement, the phrase "Confidential Company Information" shall mean information possessed by the Company and/or its other affiliates, successors or assigns (hereinafter referred to as "Verizon Group") and their business activities not generally known, which is used or is useful in the conduct of the Verizon Group business or which confers or tends to confer a competitive advantage over one who does not possess the information or know of the activities. Confidential Company Information includes but is not limited to the lists of the Verizon Group's existing and prospective customers, the type of equipment or its configuration used by the Verizon Group and the marketing and business plans of the Verizon Group, each and all as may exist from time to time. Confidential Company Information also includes information received by the Verizon Group from others which the Verizon Group has an obligation to treat as confidential. All other information which becomes known to me as a result of my employment, which the Verizon Group takes measures to protect, shall also be regarded as Confidential Company Information.

2. Non-Disclosure. I recognize and acknowledge that Confidential Company Information comprise valuable, special and unique assets of the Company's business. I will never, except as authorized by the Company in the performance of my duties, directly or indirectly, use or disclose any trade secret. During my employment by the Company and thereafter, I will not, except as authorized by the Company in the performance of my duties, directly or indirectly use or disclose to any person or entity any Confidential Company Information that I have or may acquire during my employment by the Company (whether or not developed or compiled by me and whether or not I have been authorized to have access to such Confidential Company Information). I will never take plans or specifications of Confidential Company Information, including equipment, software, types of configurations, list of the Verizon Group's customers, marketing and business plans or any part thereof to any person or entity for any reason or purpose whatsoever. Upon termination of my employment with the Company all records regarding any Confidential Company Information will be left with the Company.

3. Non-Solicitation. During my employment and for a period of twelve (12) months from and after the lawful termination of my employment, I will not, either directly or indirectly, separately or acting with or on behalf of others: (i) employ, solicit, persuade, or entice any Verizon Group managerial or technical employee to discontinue employment with the Verizon Group, to work for a competing enterprise; (ii) solicit the business of any Verizon Group customer, or any person or enterprise with which the Verizon Group has conducted business, supplied materials or performed services or whose business the Verizon Group had solicited during the 90 days prior to my termination, for the benefit of an enterprise competing with the Verizon Group and with which I or someone reporting to me was materially involved on behalf of the Verizon Group; or (iii) do business with or deal with any customer or person or entity for which the Verizon Group has done or solicited business during the ninety days prior to my termination for the benefit of any enterprise competing with the Verizon Group and with which I or someone reporting to me was materially involved on behalf of the Verizon Group.

4. Enforcement. In the event of a breach or threatened breach by me of the provisions of the Agreement, I agree that the Company shall be entitled to an injunction restraining me from disclosing, in whole or in part, Confidential Company Information (including, without limitation, trade secrets), and/or from rendering any services to any person or entity to whom such information, in whole or in part, has been threatened to be disclosed. I acknowledge and agree that the invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions of this Agreement, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted or modified, as applicable. Nothing herein shall be construed to replace or affect other legal rights of the Company or as prohibiting the Company from pursuing any other available remedy for such breach or threatened breach, including the recovery of damages from me. I agree that should the Company prevail in such action, the Company will be entitled to recover from me its reasonable attorneys' fees and costs. If a court should refuse to enforce any covenant because of geographic area or scope extensiveness, I agree the court may revise the covenant to the extent necessary for enforcement. This Agreement shall not supersede or be in lieu of any other

duty or agreement restricting activities reference herein or addressing rights or remedies of the Company, but shall be in addition to any such other duties or agreements.

5. Employment. I understand that this Agreement does not obligate the Company to employ me for any stated period of time. While employed, I agree not to be employed by, be a paid consultant to, or have any ownership interest exceeding one percent in, any business enterprise which is in direct competition with any of the Company's businesses.

6. Applicable Law. This Agreement shall be governed and interpreted according to the laws of India.

7. Acknowledgement. I hereby acknowledge and represent that I have fully read and understand this Agreement and that I consider all of the terms of my covenants and agreements set forth in this Agreement to be fair and reasonable and to be necessary to protect the Company's ongoing interests.

I agree to the terms set forth in this Agreement.

S.Divya.
Signature of employee

DIVYA SINGIREDDY
Printed Name

14/06/2023
Date

1117200310 24



To,

Name : Thirumala Reddy Nethanya

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

Dear Thirumala Reddy Nethanya,

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

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

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
    - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.

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GoTatva
Integration • Technology • Consulting

PERSONAL AND STRICTLY CONFIDENTIAL

Date: 27-Apr-2023

To
Vanshika Vyas,
H.No. 15-4-471, Gowliguda
Osmanshai, Hyderabad-500012
Telangana,
E-Mail: **vanshika.vyas10@gmail.com**
Phone: **+91-6305878498**

Offer Of Employment

Dear **Vanshika Vyas,**

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you employment at GoTatva Software Consulting LLP. Please accept our heartiest congratulations and warm welcome to the GoTatva Software Consulting LLP.

After you accept this offer, you will receive a confirmation form indicating the details of your joining date and your reporting manager.

The Terms and conditions of your employment are as below.

Designation: Associate Solution Developer

1. Your employment with us will be governed by the terms and conditions referred in Annexure – A

2. Your Annual Compensation & Benefits is attached herewith as in Annexure – B

3. Please confirm your acceptance of this offer on or before **04-May-2023** by sharing signed copy via email to **hr@gotatva.com** along with the documents as mentioned in Annexure – C The offer shall stand automatically withdrawn without further action on the part of GoTatva if we do not receive your acceptance as per the mentioned timeline.

Yours Sincerely,

GO TATVA SOFTWARE CONSULTING LLP HYDERABAD

Asha

Asha Ojha
HR Manager

HCLTech

hcltech.com

OFFER and APPOINTMENT LETTER

Offer Release Date: December 12, 2023

Dear Navya Yeruva,
D.No:2-19
Phirangipuram, Guntur,
Andhra Pradesh, India, 522529

6e8565d5-8aff-4f91-8b6e-e92884129dd2

Dear Navya Yeruva,

Congratulations! With reference to your application and subsequent discussions with us, we are pleased to inform you that you have been selected for employment with HCL Technologies Ltd. as **Junior Developer** at **E1**.

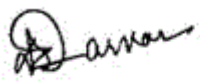
We take this opportunity to thank & appreciate your decision to join HCL. You are requested to join us on or before **January 4, 2024** at 9 AM.

You will be required to sign a service agreement of 24 months with a surety amount of INR 1,25,000. This amount shall be payable to the Company only on the event of your separation from the company before 24 months from the date of Joining.

The details of your compensation and benefits package along with the terms and conditions of employment applicable from the date of your joining are annexed herewith. As confirmation of your acceptance, please sign the duplicate copy of this Offer and Appointment Letter along with the Annexures and submit the same to **Deepthi Bollu** at the address mentioned above.

Welcome onboard! We look forward to a mutually fruitful association.

For **HCL Technologies Limited,**



Debasis Sarkar
Sr. VP, Head-Global Rewards

ANNEXURE II

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

- **Location**

Your present place of work will be HCL Technologies, S. NO: 20/3, NH-5, KESARAPALLI VILLAGE, GANNAVARAM MANDAL, Vijayawada, Andhra Pradesh 521102. However, during the service, you shall be liable to be posted / transferred at any associate / affiliate / sister concern to serve any of the establishments under the Company in India or abroad, at the sole discretion of the Management. For the purposes of this section it is not relevant whether such an establishment came into existence prior or after your appointment.

- **Commencement of Employment**

Your employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned in this employment contract.

- **Working Hours**

You will be governed by the normal working hours as existing in the HCL Technologies Ltd. You may be required to work in shifts and/or extended working hours, as permitted by law, if required as per business needs. The same is subject to change from time to time.

- **Retirement**

You will retire from service on attaining superannuation at the age of 55 years.

- **Probation Period**

You shall be on probation for a period of 12 months from the date of your appointment and unless notified in writing, you will be deemed as “confirmed” on completion of your probation period. If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, and without any liability.

- **Annual Performance Appraisal**

Your growth in terms of role, compensation, etc., in the Company will be based on your performance. Your salary will be subject to annual review. Salary adjustments effected at the salary review take into consideration your job performance, movement of remuneration levels, benefits and conditions. Your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your first anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

- **Mobility**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company’s premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client’s premises you shall abide by the terms and conditions pertaining to such premises and Country.

- **Deputation/ Transfer**

The Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease, and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

- **Data Protection**

You consent to the Company holding and processing, both electronically and manually, the data it collects in relation to you in the course of the employment, for the purpose of the Company's administration and management of its employees and its business and for compliance with applicable procedures, laws and regulations and to the transfer, storage and processing by the Company of such data outside the country companies have offices.

You also consent to the Company making such relevant data available to its advisors and other agencies (such as pension providers, medical and other insurance providers, payroll administrators, various regulatory authorities etc.) that provide products and / or services to the Company.

- **Exclusivity of Service**

  You are required to engage yourself exclusively in the work assigned by the Company and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly.

  You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the Company.

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

- **Confidentiality & Non-Disclosure**

  You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the public) will cause significant harm to the Company.

  You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company, including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential, or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.

  You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

  You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

- **Notice Period**

During or after probation, your employment can be terminated either by the Company or by you, by giving the other party 90 days' advance notice. If the Company terminates your employment and decides to relieve you before the completion of the notice period, the Basic Salary component of the salary for the balance notice period would be paid to you and the mandatory notice period shall be deemed to be waived off. If, at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the Basic Salary component of the salary for the balance notice period. Please note that accepting any such early, relieving request would rest entirely upon the sole discretion of the Management. Upon termination of employment for any reason, employees must comply with the Company's termination procedures. Further, the aforesaid requirement of notice may be extended, if mutually agreed by you and the Company.

- **Termination**

If at any time in management's opinion, which is final in this matter, you are found non performer or guilty of dishonesty, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by management different to our interest or in violation of one or more terms of this letter, your services may be terminated without notice.

- **Documentation**

You may be required to sign necessary, relevant agreements with the Company as required. You will also be required to complete various formalities as per the agreements at the time of joining and during the tenure with the Company.
You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure its interests as also to ensure your performance and adherence to all terms, conditions, rules and regulations defined by the Company.

- **Background and Reference Check**
  - The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
  - The company may also undertake reference check through at least two professional references submitted during the process of selection.
  - In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

- **Correctness of the Details Furnished**

You have been appointed on the basis that the particulars furnished in your application, resume or any other document are factually correct. If, at any time before or after your joining, it transpires that you have made a false statement (or have not

disclosed a material fact) resulting in your being offered this appointment, your appointment shall be rendered null and void and thus liable to terminate forthwith.

- **Arbitration**

  All disputes arising out of or relating to this agreement or its subject matter, including disputes as to validity, performance, breach, or termination which cannot be settled by mediation, shall be resolved exclusively by arbitration between the Parties before sole Arbitrator selected, according to and applying the rules of the Indian Arbitration and Conciliation Act, 1996. The venue of the Arbitration proceeding shall be in New Delhi, India. The language of the Arbitration proceedings shall be in English. The decision of the Arbitrator shall be final and binding upon the parties. The cost of proceeding shall be borne equally by you and the Company. No termination or expiration of this Agreement shall affect the right to arbitrate disputes.

- **Other Rules and Regulations**

  Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures (and any changes made to them from time to time) of the Company as applicable to you.

  Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

- **Warranty and Undertaking**

  You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

- **Suspension**

  If you are suspected of any misconduct, you shall be liable to be suspended from service pending or in the observation/enquiry of the same. During the first 90 days of temporary suspension period, you shall be entitled only to a Subsistence Allowance at the rate of 50% of your salary to which you were entitled immediately preceding your suspension. However, if the disciplinary proceedings are delayed beyond the period of 90 days for reasons not directly attributable to you, your subsistence allowance will be enhanced to 75% of your salary to which you were entitled immediately preceding your suspension. But if such delay is attributable to you, your subsistence allowance will be reduced to 25% of your salary to which you were entitled immediately preceding your suspension, for such period(s) of delay.

  If you are found guilty of any charge of misconduct, you shall be deemed to be absent during the suspension period and not be entitled to any salary or other amount except the subsistence allowance paid/payable.

  In the inquiry, you may bring only a co-employee (who is not accused of similar charges or suspended) to represent or assist you. As such, you shall not be entitled to bring any outsider to represent or assist you in such inquiry.

  You shall, always, maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interests, credit and prestige of the Company. You shall not, at any time, work against the interests of the Company, nor do

anything which is unbecoming of an employee. Any violation of this norm of behavior shall constitute misconduct for which the Company shall be competent to take disciplinary action against you and in case you act against basic and universally accepted understandings.

During your employment, you shall also be bound by the policies of the Company including those contained in the Service Conditions / Employment Manual, which may be framed and enforced from time to time. The Management reserves the right to amend or alter these at its discretion without any notice.

Dismissal from Service: Notwithstanding anything contained in any other Paragraph or Clause or Sub-Clause of this Appointment Letter, the Management shall be competent and entitled to dismiss you from service without any notice or salary in lieu thereof or any compensation whatever on charges of misconduct.

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCLTech	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification -** Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college, and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining (Must be mandatorily uploaded on Discover HCLTech Portal)	
S. No	**Document Name**
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)
2	Extension Letter (if the Date of Joining in the offer letter is past dated)
3	Passport –Name & DOB page as proof
4	10th Mark sheet, only if passport is not available.
5	PAN Card as ID Proof (Only if passport is not available)
6	Passport Size Photographs (Only with white background)

- Please ensure that the copies uploaded are clearly visible as dark and hazy copies are not accepted.
- Please avoid clicking pictures of documents and uploading.
- Please do not send soft copies through Emails.
- Employee must enter/submit correct/accurate Aadhar number on joining portal so that HCLTech onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCLTech will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required at the time of filling details on the portal.
- Induction Timings will be circulated to you separately.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. personal laptop, Pen Drives etc. are not allowed inside the campus.

Annexure IV

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.

4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

6. **Non-Competition**: During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

   For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

   i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the

   ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is

iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

7. **General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

8. **Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

9. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

10. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

11. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

_____

Navya Yeruva
December 12, 2023

30

J.P.Morgan

06-Jul-2023

Joy Mercilla
29-1380/4/3 Road no. 3, Deendayal nagar, Old safilguda, neredmet, Secunderabad.
-500056
HYDERABAD
Telangana
INDIA

Dear Joy Mercilla,

Your Employment by J.P. Morgan

Congratulations on joining the J.P. Morgan family. We are pleased to confirm your employment with J.P. Morgan Services India Private Limited (the "Company").

You will find your personal employment terms outlined in Appendix A with general employment terms and conditions in Appendix B. Please note these terms and conditions supersede any verbal discussions you may have previously had with any J.P. Morgan employee with regards to your employment arrangements.

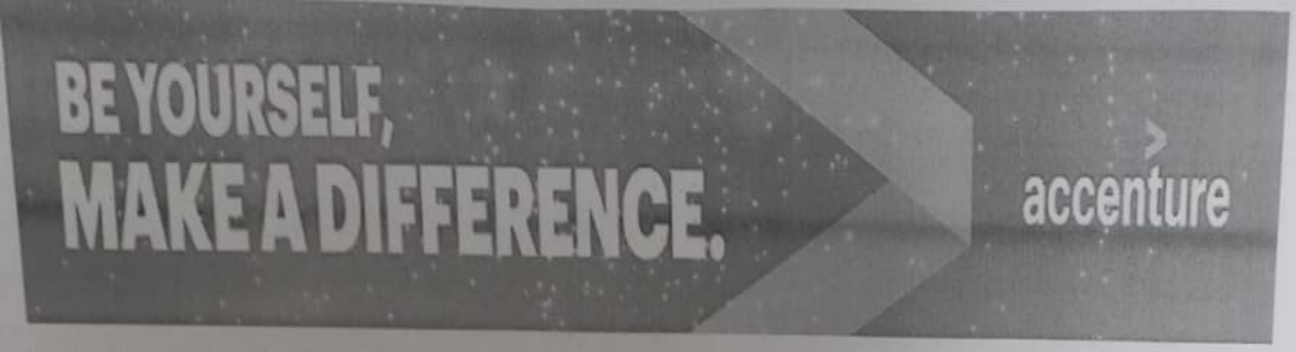
A number of important policies will apply to your employment with the Company, including the Personal Account Dealing Policy and the Code of Conduct. We provide more information about these policies in Appendix C and it is essential that you carefully read and understand their requirements. By signing this letter, you confirm that you have read, understood and agree to be bound by these policies. In addition, you will be required to abide by all other Company policies and regulations (including JPMorgan Chase group of companies ("Group") policies) and with applicable law.

Should you have queries in relation to your employment terms, your benefits or Company policies, please contact our HR Answers hotline at 000 800 440 5210 (local toll free) or +1 212-552-5100 (international).

Please be reminded your employment terms should be treated with the strictest confidence. To accept this offer of employment, please click on the 'Accept' button at the bottom of this page on or before 09-Jul-2023.

We are excited to welcome you to our Company and take this opportunity to wish you every success in taking this next step of your career with us.

*This is a computer generated communication and does not have a signature.



Strictly Private and Confidential

Date: 07/26/2023

Alen Joe Varghese

C12144833

FLAT 204, RV AADVIK APTS, BOCK B, PIPE LINE ROAD

8919018053

Dear **Alen Joe Varghese,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate
Management Level - 12
Job Family Group - Software Engineering

Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Candidate's Signature _____

Reference Id: d557099e-fd81-458e-8e6e-1188c76041fe_1
Signed By: MAHESH VASUDEO ZURALE

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment,in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

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

Candidate's Signature _____

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 Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

After accepting this Offer, we encourage you visit Countdown to the

(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on *https://indiacampus.accenture.com/myzone/accenture/auth/login*

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Alen Joe Varghese

Candidate's Signature _____

1117200310 37



Strictly Private and Confidential

Date: 06/28/2023

Kodimyala Sai Adithya

C12051484

Hno.4-1-124, VishwaBrahmana Street , Sircilla, Rajanna Sircilla dist, Telangana

9866889709

Dear Kodimyala Sai Adithya,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering

Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Reference Id: a521a3b4-3b44-4487-901a-028bc499a078_1
Signed By: MAHESH VASUDEO ZURALE

Hansamukh
SOFTWARE SOLUTIONS

38

4th Floor, Western Dallas Centre, Hitech City Main Road, Hyderabad – 500032, Telangana – India, Ph. +91 9099990340

September 18, 2023

Mr. Madanu Hemanth Showry Raj

Hyderabad

Dear Hemanth,

With reference to your application and subsequent interview, we have pleasure in offering you an appointment as **'Trainee Monitoring Engineer'** with Hansamukh Software Solutions Private Limited ("Company "). The Terms and Conditions of your appointment are as follows: -

1.APPOINTMENT AND REPORTING: -

1.1 Your Employment will be in effect from 20 September 2023 and will remain in effect until cancelled by either party.

1.2 You will initially report to Mr Naresh Nuthalapati, but your reporting is liable to change at the discretion of the company.

2.EMOLUMENTS AND TAXES: -

2.1 During and After the "probation period", you will be paid remuneration as per the details provided in Annexure 'A' annexed hereto.

2.2 You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your remuneration including if possible shares issued to you under the ESOP scheme pursuant to your employment here under. The company shall be liable to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source.

3.PROBATION: -

3.1 You shall initially be on probation for a period of 6 months from the date of joining the Company. The same may however, be extended if so deemed necessary by the management of the Company ("Management").

4.TERMINATION / RESIGNATION: -

4.1 **Probation Period**: During your Tenure with Hansamukh Software Solutions Private Limited, either you or Hansamukh Software Solutions Private Limited can terminate the probation by giving written notice. During Probation, your Notice period would be 1 month or gross salary in lieu thereof by either side

4.2 **Confirmation**: After Confirmation, notice period on either side will be 2 months or gross salary in lieu thereof.

4.3 If the services are getting terminated due to your non- performance/ Misconduct, the management may at its discretion elect to terminate or suspend your employment immediately without any notice period or compensation.

Accenture Solutions Private Limited 111720031043

Letter of Authorization

(For use of personal information and sensitive personal data or information)

To whom it may concern

I understand that my employment with Accenture Solutions Private Limited, having its registered office at Plant 3, Godrej & Boyce Complex, LBS Marg, Vikhroli (West), Mumbai Maharashtra 400079 (hereinafter referred to as 'Accenture', which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees assigns and administrators), is governed by Accenture employment policies as applicable, and that this employment is subject to satisfactory background checks [including educational qualifications, past employment records, work experience, work authorization (if applicable) identity check, police clearance check, criminal records check, court record checks etc.] and professional reference checks.

I hereby certify all the statements made on the Accenture's Employee Application Form are true and complete, and I understand that any omission or misrepresentation of any fact may result in revocation of the offer of employment or refusal of employment or immediate dismissal.

I hereby declare and affirm that:

- I am not an undischarged insolvent and that I have never applied to any court of law to be adjudicated as an insolvent.
- No criminal charges have ever been framed against me by any court of law.
- I have not been convicted by any court for any offence involving moral turpitude.
- I have not been involved or been party to any financial or economic crimes in any manner whatsoever.
- I have never been involved or been party to any terrorist activities.

I agree and understand that, if at any time hereinafter, any or all of the above statements are found to be false / untrue, Accenture shall, without prejudice to its other rights, shall have the right to forthwith revoke the offer of employment or terminate my services and also initiate appropriate legal proceedings against me. I further agree and understand in the event of such revocation or termination, I shall not be entitled to any compensation or benefits whatsoever.

I hereby authorize Accenture and its representative to collect, store, process, transfer and share my personal information and sensitive personal information provided in my resume and Employee Application Form for the purposes mentioned in this Letter of Authorization, including the Data Privacy notice.

I authorize Accenture and its representative to initiate the necessary enquiries/checks with immediate effect; barring contacting my current employer

Verification of my current employment can be initiated on or after the date of joining. I also authorize Accenture and its representative to initiate reference checks with the references provided by me with immediate effect.

Further, I also acknowledge and provide my consent to Accenture to transfer and share (within India or outside of India) such information with:

a) Affiliates of Accenture for administrative purposes and/or audit;
b) Clients/prospects in relation to any staff augmentation assignments.

I hereby declare that the execution of this Letter of Authorization has been done of my own free will and consent and without any undue force or coercion in any manner whatsoever.

I am aware that Accenture has adopted security practices and procedure to ensure that the information collected is secure, and they are available on Accenture's website and in public domain for awareness.

Accenture Solutions Private Limited

I authorize all persons who may have information relevant to this enquiry to disclose it to Accenture or its representative. I hereby release all persons from liability on account of such disclosure.

Data Privacy Notice

I understand that,

Accenture collects my personal data for the purpose of verifying my background in connection with my employment or application for employment, specifically to determine eligibility for employment and/or to meet Accenture's contractual relationships with certain clients, who may require additional background checks to be performed. Accenture shall not use my personal data for purposes that are incompatible with the purposes listed in this notice and Accenture's Privacy Statement unless it is required or authorized by law.

Accenture will collect information relating to my identity, which may include (to the extent applicable law allows) details, regarding my:

- contact details
- professional standing
- work history
- educational history
- professional qualifications
- criminal records

Accenture collects the personal data that I provided during the recruitment process. Accenture will receive information about me from other sources, such as education institutions, prior employers, and background checks service providers.

Accenture will process my personal data on the following legal basis:

- for legitimate business purposes
- for the establishment, exercise or defense of legal claims or proceedings.
- upon my consent, where applicable
- to comply with legal and regulatory obligations, as applicable

Within Accenture, only those with a need to know will have access to the results of my background check report. Accenture may also provide my personal data to third parties to carry out the research and verification or where required in the context of a client engagement. All such third parties are subject to contractual obligations in relation to the processing of my personal data and access to my background check report will be limited to those personnel with a need to know.

As a global organization, my personal data may be transferred to other Accenture offices in Accenture's worldwide organization. Accenture has put in place adequate measures such as standard contractual clauses, inter-company agreements or binding corporate rules to protect my information during any transfers of my personal to other Accenture offices from within India to outside India (cross-border transfers).

My rights (in the circumstances and under the conditions, and subject to the exceptions, set out in applicable law) are as follows:

- request access to, including a copy of, my personal data;
- request rectification of my personal data;
- request the erasure of my personal data;
- object to the processing of my personal data;
- request the restriction of the processing of my personal data;
- to withdraw my consent to the processing of my personal data at any time by Accenture. This will not affect the right to process personal data obtained prior to the withdrawal of my consent, or its right to continue parts of the processing based on other legal bases than consent.

Certain personal data may be exempt from the above-mentioned rights pursuant to applicable data protection or other laws and regulations.

Any further questions or concerns regarding how Accenture processes my personal data, or if I wish to exercise any of your foregoing rights, I shall contact the Accenture data protection officer at [illegible]. If I believe that my data protection rights have been violated, I have the right at all times to lodge a complaint with a supervisory authority, either in the country where I live, the country where I work or the country where I deem that data protection law has been infringed.

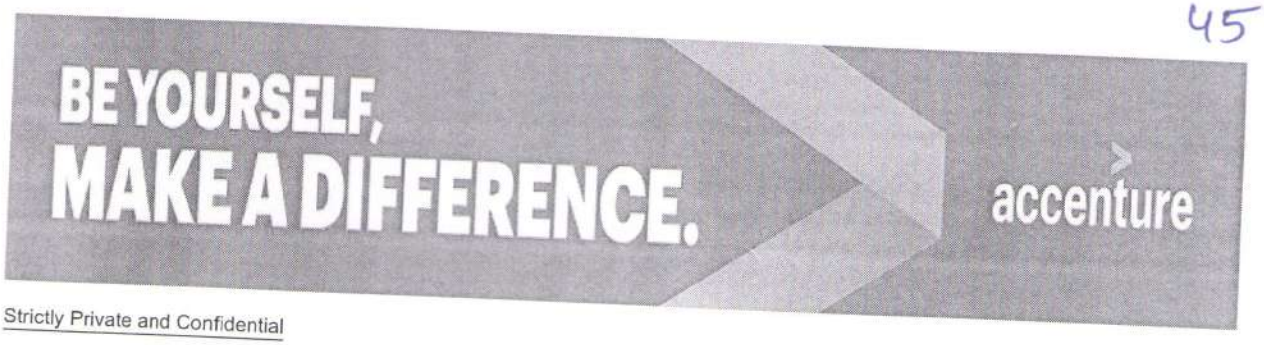
Signature : N. Praneeth

Full Name in Capitals: N. PRANEETH KUMAR.

Date : 2 | 8 | 0 | 3 | 2 | 0 | 2 | 3

[illegible]

Pranav . Pramod.
45



Strictly Private and Confidential

Date: 04/08/2023

Pranav Pramod

C11885756

Qtr 59/1 Robert Lines, Lal Bazzar, Secunderabad

7702894419

Dear **Pranav Pramod,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering

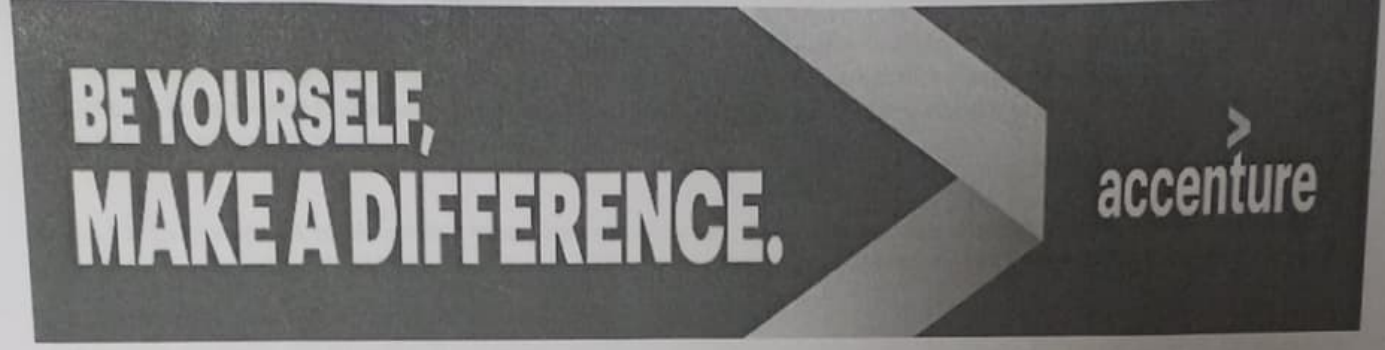
Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Candidate's Signature _____

ference Id: 37fdd73b-d54c-4964-bb68-9e4189741960_1
ned By: MAHESH VASUDEO ZURALE



28-Jul-2023

C8172330

*For Accenture use only

Renaldo Ravid Cresswell
H.no 19-29, Asaf Village, Venkatapuram, Secunderabad ,500015 500015
Management Level - 13
Sublevel - 3

Job Profile - Trust & Safety New Associate
Job Family Group - Content
Business Deal - Non Contact Center

Dear **Renaldo,**

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 **Hyderabad**, 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.

Reference Id: 4baae16b-55a1-4150-ae05-5f54bc2e6ab7_2
Signed By: JAL RUMI MASTER

BE YOURSELF, MAKE A DIFFERENCE.

accenture

28-Jul-2023

C8172330

*For Accenture use only

Renaldo Ravid Cresswell
H.no 19-29, Asaf Village, Venkatapuram, Secunderabad ,500015 500015
Management Level - 13
Sublevel - 3

Job Profile - Trust & Safety New Associate
Job Family Group - Content
Business Deal - Non Contact Center

Dear Renaldo,

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 **Hyderabad**, 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.

Reference Id: 4baae16b-55a1-4150-ae05-5f54bc2e6ab7_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. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

As a general requirement employees will be expected to work from office in the location tagged to their role:Tagged or base locations (unless changed) will be considered for all administrative & operational/official purposes, irrespective of any exceptions to work from remote. Exceptions, if any/granted, will be interim and temporary, and will be subject to review with HR/business, and based on your role, business, and client expectations. The Company reserves the right to ask you to come to office locations pursuant to our business needs and customer requirements. This offer is contingent to the above-mentioned agreement.

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 upon joining Accenture but no later than six months of your start date in Accenture, failing which,Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

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 255200** 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.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Renaldo, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **shova.rani.das** at **6290628101** should you have anything you would like to discuss further.


5G
edubridgeindia.com
Search course catalog
My Elite Learner's Club
SAMUEL JUDE PHILIPS PRASHANTH
samuelandbeatrice@gmail.com
9985320006
Personal Details
Family Background
Educati
Name
Edit
Samuel Jude Philips Prashanth
Help
Email Address
Edit
3

Accenture Solutions Private Limited

I authorize all persons who may have information relevant to this enquiry to disclose it to Accenture or its representative. I hereby release all persons from liability on account of such disclosure.

Data Privacy Notice

I understand that:

Accenture collects my personal data for the purpose of verifying my background in connection with my employment or application for employment, specifically to determine eligibility for employment and/or to meet Accenture's contractual relationships with certain clients who may require additional background checks to be performed. Accenture shall not use my personal data for purposes that are incompatible with the purposes listed in this notice and Accenture's Privacy Statement unless it is required or authorized by law.

Accenture will collect information relating to my identity, which may include (to the extent applicable law allows) details regarding my:

- contact details
- professional standing
- work history
- educational history
- professional qualifications
- criminal records

Accenture collects the personal data that I provided during the recruitment process. Accenture will receive information about me from other sources, such as education institutions, prior employers, and background checks service providers.

Accenture will process my personal data on the following legal basis:

- for legitimate business purposes
- for the establishment, exercise or defense of legal claims or proceedings.
- upon my consent, where applicable
- to comply with legal and regulatory obligations, as applicable

Within Accenture, only those with a need to know will have access to the results of my background check report. Accenture may also provide my personal data to third parties to carry out the research and verification or where required in the context of a client engagement. All such third parties are subject to contractual obligations in relation to the processing of my personal data and access to my background check report will be limited to those personnel with a need to know.

As a global organization, my personal data may be transferred to other Accenture offices in Accenture's worldwide organization. Accenture has put in place adequate measures such as standard contractual clauses, inter-company agreements or binding corporate rules to protect my information during any transfers of my personal to other Accenture offices from within India to outside India (cross-border transfers).

My rights (in the circumstances and under the conditions, and subject to the exceptions, set out in applicable law) are as follows:

- request access to, including a copy of, my personal data;
- request rectification of my personal data;
- request the erasure of my personal data;
- object to the processing of my personal data;
- request the restriction of the processing of my personal data;
- to withdraw my consent to the processing of my personal data at any time by Accenture. This will not affect the right to process personal data obtained prior to the withdrawal of my consent, or its right to continue parts of the processing based on other legal bases than consent.

Certain personal data may be exempt from the above-mentioned rights pursuant to applicable data protection or other laws and regulations.

Any further questions or concerns regarding how Accenture processes my personal data, or if I wish to exercise any of your foregoing rights, I shall contact the Accenture data protection officer at dataprivacyofficer@accenture.com. If I believe that my data protection rights have been violated, I have the right at all times to lodge a complaint with a supervisory authority, either in the country where I live, the country where I work or the country where I deem that data protection law has been infringed.

Signature : Rohan S

Full Name in Capitals: SISTU ROHAN PRASAD

Date : 12072023

Note instruction: You can either download, manually sign, scan and upload the document or choose to download, e-sign and upload.

Accenture Solutions Private Limited

Letter of Authorization

(For use of personal information and sensitive personal data or information)

To whom it may concern

I understand that my employment with Accenture Solutions Private Limited, having its registered office at Plant 3, Godrej & Boyce Complex, LBS Marg, Vikhroli (West), Mumbai Maharashtra 400079 (hereinafter referred to as 'Accenture', which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees assigns and administrators), is governed by Accenture employment policies as applicable, and that this employment is subject to satisfactory background checks [including educational qualifications, past employment records, work experience, work authorization (if applicable) identity check, police clearance check, criminal records check, court record checks etc.] and professional reference checks.

I hereby certify all the statements made on the Accenture's Employee Application Form are true and complete, and I understand that any omission or misrepresentation of any fact may result in revocation of the offer of employment or refusal of employment or immediate dismissal.

I hereby declare and affirm that:

- I am not an undischarged insolvent and that I have never applied to any court of law to be adjudicated as an insolvent.
- No criminal charges have ever been framed against me by any court of law.
- I have not been convicted by any court for any offence involving moral turpitude.
- I have not been involved or been party to any financial or economic crimes in any manner whatsoever.
- I have never been involved or been party to any terrorist activities.

I agree and understand that, if at any time hereinafter, any or all of the above statements are found to be false / untrue, Accenture shall, without prejudice to its other rights, shall have the right to forthwith revoke the offer of employment or terminate my services and also initiate appropriate legal proceedings against me. I further agree and understand in the event of such revocation or termination, I shall not be entitled to any compensation or benefits whatsoever.

I hereby authorize Accenture and its representative to collect, store, process, transfer and share my personal information and sensitive personal information provided in my resume and Employee Application Form for the purposes mentioned in this Letter of Authorization, including the Data Privacy notice.

I authorize Accenture and its representative to initiate the necessary enquiries/checks with immediate effect; barring contacting my current employer

Verification of my current employment can be initiated on or after the date of joining. I also authorize Accenture and its representative to initiate reference checks with the references provided by me with immediate effect.

Further, I also acknowledge and provide my consent to Accenture to transfer and share (within India or outside of India) such information with:

a) Affiliates of Accenture for administrative purposes and/or audit;
b) Clients/prospects in relation to any staff augmentation assignments.

I hereby declare that the execution of this Letter of Authorization has been done of my own free will and consent and without any undue force or coercion in any manner whatsoever.

I am aware that Accenture has adopted security practices and procedure to ensure that the information collected is secure, and they are available on Accenture's website and in public domain for awareness.

cognizant

Ref No: 26062786
26-Aug-2023

Sruthi Danthala

Dear **Sruthi**,

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 **Hyderabad**.

Your annual total compensation will be **INR 270,000**. 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 **01-Sep-2023**.

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
AVP – HR

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

Signature:

Date: 01-09-23

cognizant

Compensation and Benefits

Name: Sruthi Danthala **Designation:** Process Executive - Voice

Sl. No.	Description	Monthly	Yearly
1	Basic	7875	94,500
2	HRA*	4725	56,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	3461	41,532
8	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	589	7,068
	Annual Gross Compensation		**270,000**
	Annual Total Compensation		**270,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**289,500**

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 26-Aug-2023 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

Sruthi Danthala, 21 (Age) ,residing at Buxhanpasom, Khammam 10-6-63/40 (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 **Sruthi Danthala**

Shibu Balakrishnan
AVP – HR

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

Signature: **Date:** 01-09-23

12:29 92
Offer Of Appo...

TECH mahindra

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011
techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder Mumbai
400 001

Ref: 977844/2270261/Permt **Date: 10th November, 2023**

U Rishika
5-70/3/29, Plot no. 29, Jyothi Nagar,
Secunderabad,Hyderabad,Telangana - 500010
Phone No: 9121350687

Subject - Offer of Appointment

Dear **U Rishika,**

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Technical Support** on **U1** band, operating out of our **Hyderabad** office.

2. (a) You will be on probation for a period of 3 months from the date of joining the Company during which you will be on training covering the complete process and projects or services, mandated by the customer of the Company. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

(b) Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the training mandated by the customer of the Company.

3. Your "Annual Total Cash Compensation" will be **Rs. 259000 (Rupees Two Lakhs Fifty Nine Thousand Only).** Please refer **Annexure-A** for details on the compensation and statutory deductions.

4. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

5. Your employment with us will be governed by terms and conditions as specified in **Annexure-B.**

6. You are required to join on **14th November, 2023** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

7. On the date of joining, you are requested to report to **Susma Sugumaran at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, SEZ Block, Unit V, Bahadurpally, Hyderabad - 500043**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.

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9:15 AM

Offer Of Appoint...

TECH mahindra

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Fax: +91 40 2311 7011
techmahindra.com

Registered Office:
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Ref: 970542/2252393/Permt **Date: 07th September, 2023**

Shivani Yadav
Nagla Full Pattapur, Patiyali,
Kasganj, Uttar Pradesh - 207243.
Phone No: 6302596169

Subject - Offer of Appointment

Dear **Shivani Yadav,**

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Customer Support** on **U1** band, operating out of our **Hyderabad** office.

2. (a) You will be on probation for a period of 3 months from the date of joining the Company during which you will be on training covering the complete process and projects or services, mandated by the customer of the Company. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

(b) Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the training mandated by the customer of the Company.

3. Your "Annual Total Cash Compensation" will be **Rs. 220000 (Rupees Two Lakhs Twenty Thousand Only).** Please refer **Annexure-A** for details on the compensation and statutory deductions.

4. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

5. Your employment with us will be governed by terms and conditions as specified in **Annexure-B.**

6. You are required to join on **07th September, 2023** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

7. On the date of joining, you are requested to report to **Susma Sugumaran at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, SEZ Block, Unit V, Bahadurpally, Hyderabad - 500043.** At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.

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8. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agen

9. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'accepta **Susma Sugumaran** latest by **07th September, 2023.**

10. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Offers Tean Tr00837566@TechMahindra.com)**

For Tech Mahindra Limited

Mukul Sah

Certificate of Internship

To whom it may concern

This is to certify that Pranitha Sattiraju has been a working as Marketing Intern at Started With A Cookie, Hyderabad since December 19th, 2023.

harini@startedwithacookie.com | startedwithacookie.com | +91 9701870809

MEDHA INTERNATIONAL SCHOOL

C.B.S.E. Syllabus

N.H. 7 Road, Shadnagar, Mahabubnagar Dist., 509216

(Affiliation No. .....)

PRINCIPAL

Date : 11/11/2023

To whomsoever it may concern

This is to state that ***V Kalyani , Shadnagar*** has been working in our school as a 'Receptionist' from July 23 onwards.

This letter has been issued based on her request to fulfil the convocation requirements.

PRINCIPAL
MEDHA HIGH SCHOOL
Shadnagar Dist

Authorised Signatory

11/11/2023

CORPORATE COMPLIANCE SERVICES

OFFER LETTER

Date: 6/10/2023

To
MS. Y Harishma Sreeja

Dear Y Harishma Sreeja

With reference to your application and the subsequent discussions you had with us, we are pleased to inform you that you have been selected as **Jr.CHEMIST in PRODUCTION.** As per our understanding your service contract will be for a specific period and you will be placed to discharge the work at M/s Hetero Drugs Limited UNIT-1 on outsourcing basis.

You will be paid Compensation of **Rs.2, 57,760/- per Annum** subject to attendance If you accept this offer, please report to our office on or before 11/10/2023 and submit the following documents.

(**a)**Original certificates in proof of your qualification, age, experience etc. along with two sets of Xerox copies
(**b**) Experience and relieving certificates from your current employer, if applicable
(**c)** Recent passport size photographs 6 NOs
(**d**) Two post card size photographs along with your dependent family members as declared in the ESI Declaration form if applicable.
(**e**) Address Proof & ID Proof.
(**f**) Two references along with contact phone numbers and E mail IDs
Appointment letter will be issued within 15 days of your joining.
If there is no response from your end on or before the above-mentioned date, your offer stands cancelled automatically.

Address of Diagnostics: Standard Diagnostics, Maheswara Complex, Ramalayam Arch, Near Kukatpally Bus stop, HYD-72 -Mobile: 09849532787,040-65274160.

With best wishes
For Corporate Compliance Services



Authorized signatory

Note: Pl sign a copy of this offer letter as a token of your acceptance

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Regd.Office:FlatNo304,DeepaMansion,StreetNo.-IBhawaniNagar,Hyderabad,Telangana-500076.
Ph:+91-7674072408,8886693320,9550749494
nagireddy.ramini @ccsnr.com/
nagireddy.ramini@gmail.com
web-www.ccsnr.com

BranchOffice:HouseNo-28-7-190,3rdMile,MaipaduRoad,
NearSadavaripalem,Nellore,AndhraPradesh,524002.
Ph:+91-8886600852,9652970927
sivakota.modem@ccsnr.com
web-www.ccsnr.com

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400 001

Ref: 961292/2220613/Permt **Date: 07th June, 2023**

Ashley Patrick
Plot No - G-23, Infant Jesus Colony, Tirimulgherry,
Behind Surya Temple, Secunderabad, Tirumalagiri, Hyderabad - 500015.
Phone No: 7416736138

Subject - Offer of Appointment

Dear **Ashley Patrick,**

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Technical Support** on **U1** band**,** operating out of our **Hyderabad** office.

2. (a) You will be on probation for a period of 3 months from the date of joining the Company during which you will be on training covering the complete process and projects or services, mandated by the customer of the Company. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

(b) Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the training mandated by the customer of the Company.

3. Your "Annual Total Cash Compensation" will be **Rs. 259205 (Rupees Two Lakhs Fifty Nine Thousand Two Hundred And Five Only).** Please refer **Annexure-A** for details on the compensation and statutory deductions.

4. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

5. Your employment with us will be governed by terms and conditions as specified in **Annexure-B.**

6. You are required to join on **07th June, 2023** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

7. On the date of joining, you are requested to report to **Susma Sugumaran at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, SEZ Block, Unit V, Bahadurpally, Hyderabad - 500043**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.

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8. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

9. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Susma Sugumaran** latest by **07th June, 2023**.

10. For any clarification / further Information on-
    - Employment terms and conditions, please get in touch with Offers **Team** (E-Mail: **PS00551100@TechMahindra.com**)

For Tech Mahindra Limited

Mukul Sah
Group Head – HR & RMG

Encl: **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

Accepted

Date: Signature of Candidate:

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Annexure - A

NAME	**Ashley Patrick**
TITLE	**Associate Technical Support**
BAND	**U1**
LOCATION	**Hyderabad**

Components of Total Cost to Company	**Rs. (Per Annum)**	**Rs. (Per Month)**
Basic (@35% of Total Fixed Pay)	77,265	6,439
HRA (@70% of Basic Pay)	54,085	4,507
Bonus/Statutory Bonus	15,453	1,288
Employer's contribution to Provident Fund (@12% of Basic Pay)	9,272	773
Employer's contribution to ESIC (@3.25% of Fixed Pay)	7,429	619
Personal Pay	57,253	4,771
Total Fixed Pay (Per Annum)	**220,757**	**18,396**
Total Variable Pay (TVP) (Per Annum) (*)	**24,528**	**2,044**
Cost to Company (CTC) ……...(A)	**245,285**	**20,440**
Additional Benefits ……(B)		
Gratuity	3,716	
Insurance Premiums (towards GTLI, GMIP and GPAI)	10,204	
Total Cost to Company (TCC) (Per Annum) ------(A) + (B)	**259,205**	
Employee deductions (C)		
Employee's contribution to Provident Fund (@12% of Basic Pay)	9,272	773
Employee's contribution to ESIC (@0.75% of Fixed Pay)	1,714	143
Total (C)	**10,986**	**916**
Take Home PA (during Training)	193,070	16,089
Take Home PA (Post Training) @ 100% VP	217,598	18,133

Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.

(*) Performance incentive will not be applicable during training. Associate will be eligible for Performance Incentive post successful completion of Training based on the employee performance. Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year.

Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -

i) Gratuity : As per Payment of Gratuity Act

ii) Insurance
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakhs** to the beneficiary on the unfortunate death of the associate

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b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **Rs. 3 lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **Rs. 2 lakhs.**

c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.

iii) Company Transport:
- In the event of your availing Company provided transport to commute to and from office, deduction will happen from your salary as per applicable policy

With Best Wishes,
For Tech Mahindra Ltd.



Mukul Sah
Group Head – HR & RMG

Accepted by :

Location :
Date :

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Annexure – B

1) Employment Agreement

a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited. or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

c) Employee data – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

d) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

e) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have

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agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

(i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd

(ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.

(iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.

(iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.

(v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

f) Exclusivity of Services, Publications, Gifts/Anti-bribery

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.

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- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

g) Confidentiality / Non-Disclosure

a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

h) Non-Disparagement Obligations

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

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2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

3. Termination of Employment

(a) Either party can terminate this employment by serving a notice of **30** days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

(b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

(c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

(d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination**.**

(e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

(f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

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(g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

(h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. Statement of Facts

(a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies.

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Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. Personal Indebtedness

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. Restraints

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

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The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) Use of Company Resources

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(v) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

8. Overseas Service Agreement

As The Company will be spending substantial amount of time and money for your deputation /secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. Intellectual Property Rights

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You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. Jurisdiction

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

The above terms and conditions including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

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15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

Name in full :

Signature :

Address :

Date :

Place :

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Annexure- C - Medical Declaration

MEDICAL DECLARATION FORM			
Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	
First Name:		Last Name:	
Gender: Male / Female		Date of birth (DD/MM/YYYY)	
Blood Group			

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			

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Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? *(Please tick whichever applicable)*

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

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Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature:

Name: _____

Date: _____

(DD/MM/YY)

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Annexure – D – Checklist of the Documents

At the time of joining, you are requested to bring the following documents in **original(For Verification only)**, along with 1 copy of each.

(a) Certificates' supporting your educational qualifications along with marks sheets

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents – if any

(b) Your relieving letter from your present organization

(c) Service Certificate from the last employer as well as all previous employers.

(d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.

(e) Two passport-sized color photographs with white background.

(f) Valid Passport
Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(g) PAN Card and Proof of PAN Number
You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(h) Aadhaar Card
You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer.

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Annexure E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".
A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.

2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.

3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.

4) I hereby agree that :
   - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
   - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
   - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
   - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
   - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.
   - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon termination of my employment.
   - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

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- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

  Name:
  Signature:
  Date :

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Annexure - F - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) **Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) **Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

_____

ACCEPTED

_____

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Annexure – G

Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. Actions Required on Termination: Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. Covenant Against Disclosure: I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the

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names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. <u>Ownership of Work Product:</u> Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

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6. Partial Restriction on Post-Termination Competition: Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. Covenant Not To Compete. I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and

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proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. Compliance Not Contingent Upon Additional Consideration: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. Damages and Remedies: I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. Severability: Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. Entire Agreement: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. Binding Effect: This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

13. Choice of Law: This Agreement will be governed and controlled in all respects by the laws of India.

14. Choice of Forum: The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

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In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited. For liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. Would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20___

Signature

_____
Name of Candidate

For and on Behalf Of
Tech Mahindra Limited



Mukul Sah
Group Head – HR & RMG

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Annexure – H

PROOF OF ACCEPTANCE OF
Code of Ethical Business Conduct (CEBC)
And
Statement of Policies and Procedures for Preventing Insider Trading

To
Tech Mahindra Ltd.
Date of Joining: _____
Dear Sir/Madam,
I _____ Associate Id No _____

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website (www.techmahindra.com >> Investors >> Overview), I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.
I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

Authorized Signatory (HR) Signature of the Associate
Name:

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Ref: 970545/2259633/Permt **Date: 26th September, 2023**

Sreedev S Nair
Flat no. 203 Kalyan srinivasa residency, bank colony,
rk-puram, secunderabad, Telangana-500056.
Phone No: 7842463029

Subject - Offer of Appointment

Dear **Sreedev S Nair,**

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Customer Support** on **U1** band, operating out of our **Hyderabad** office.

2. (a) You will be on probation for a period of 3 months from the date of joining the Company during which you will be on training covering the complete process and projects or services, mandated by the customer of the Company. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

(b) Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the training mandated by the customer of the Company.

3. Your "Annual Total Cash Compensation" will be **Rs. 240000 (Rupees Two Lakhs Fourty Thousand Only).** Please refer **Annexure-A** for details on the compensation and statutory deductions.

4. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

5. Your employment with us will be governed by terms and conditions as specified in **Annexure-B.**

6. You are required to join on **26th September, 2023** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

7. On the date of joining, you are requested to report to **Susma Sugumaran at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, SEZ Block, Unit V, Bahadurpally, Hyderabad - 500043**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.

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8. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

9. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Susma Sugumaran** latest by **26th September, 2023**.

10. For any clarification / further Information on-
    - Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: **Tr00837566@TechMahindra.com**)

For Tech Mahindra Limited



Mukul Sah
Group Head – HR & RMG
Encl: **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

Accepted

Date: Signature of Candidate:

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Candidate Offer Letter Inbox

Hu-mine 4:41 PM

to me, naveen.sekar

Dear Marati Vinay Kumar,

I am extremely proud and happy to welcome you to Decathlon Sports India.

You will discover a journey filled with sports passionate people who will, together with you, MOVE PEOPLE THROUGH THE WONDERS OF SPORTS .

We let our team members decide for themselves, and they take pleasure coming to work because they are autonomous in their daily work. Freedom is accompanied with a lot of responsibility and hence I advise you to always decide and justify your actions which is in the best interest of Decathlon's customers & team members.

I will be your coach and guide you when necessary right from DAY ONE to help you grow and succeed in your professional project.

Kindly share following mandatory documents to your manager 3 days' in advance from the date joining



Strictly Private and Confidential

Date: 09/13/2023

Ishita Gurbani

C12263039

Prasanna apartments, Bapuji nagar, bowenpally

9059933332

Dear **Ishita Gurbani,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering

Please refer to:

• Annexure I for the compensation and benefits details.

• Annexure II for documentation to be submitted by you.

• Annexure III Terms of Employment

• Annexure IV-Remote working conditions -Declaration

• Annexure V-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Reference Id: ab3017e8-345f-4456-b2b7-dda9a0cb3729_1
Signed By: MAHESH VASUDEO ZURALE

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment,in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

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 Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture 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 Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

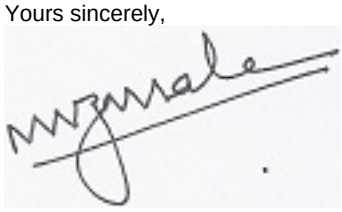
After accepting this Offer, we encourage you visit Countdown to the Company-

(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on *https://indiacampus.accenture.com/myzone/accenture/auth/login*

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

_____

Ishita Gurbani

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	25,500/-
Maximum Annual Total earning potential(A+B)	3,25,500/-
(C)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 13,700/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 344200/-

(D)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares **at 15% discount on the fair market value**	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY24 (September 2023 to August 2024) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your 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/regulations 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.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to 2 times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1.Medical:

a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

2.Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3.Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

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

a) 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.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.

• Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.

• Expenses towards movement of one vehicle including Road Tax / Octroi.

• Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1.Two copies of your recent passport size photographs.

2.Original marksheet of all semester (PG/UG).

3.Original provisional degree certificate or convocation degree certificate.

4.Copy of X, XII and all semester mark sheets of PG & UG Degrees.

5.Copy of Degree/PG/Diploma (as applicable) certificates.

6.Passport copy, if available (if not please apply immediately).

7.Pan Card

8.Certification Completion Document (as mentioned in the eligibility criteria)

9.Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV

REMOTE WORKING CONDITIONS - DECLARATION

NOTE:

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your **Accenture Base Location**]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property.
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role.
- I agree and undertake to follow the work timings defined by my organization.
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role.
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me.
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely.

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my **Accenture Base Location.**

ANNEXURE V - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture 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 Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture 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 Accenture. 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 Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

_____

Ishita Gurbani

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

August 10th, 2023

Janani Srinivas
#2-2-127/92, Plot No:92,
Lakshmi Enclave, Macha
Bolarum, Secunderabad -500010.

Dear **Janani Srinivas,**

Subject: Offer of Employment

On behalf of Yanthrik Technologies Private Limited (the "Employer" or "Company")**,** I am pleased to confirm our offer of employment to you as an **Associate IT Recruiter** based in **Hyderabad.** Your candidature will be considered as an **Intern** for the first 3 months.We extend this offer, and the opportunity it represents, with great confidence in yourabilities. You have made a very favorable impression in the interview and we are excited with the prospect of you joining our organization on **September 1st, 2023.**

You will be assigned to the **Recruitment & Operations** practice of the Yanthrik Technologies Private Limited Group and will be supporting domestic and global clients. Your immediate manager or SPOC will communicate details of your role and work responsibilities which will include Service Support and Enhancements.

As part of your compensation, you will receive a Monthly Salary of 10,000/- INR (Rupees Ten Thousand only) per month and it will be revised after successful completion of your intern time.

You may also receive additional benefits as are generally accorded to the employees of the Employer, subject to the applicable policies and practices of the Employer soon we assigned you to the client practice.

Your employment with us will be governed by the Terms and Conditions as well all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

This letter and **Yanthrik Technologies Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided and email the scanned copy to offeracceptance@yanthrik.com within three business days.

Janani, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team. If you wish to discuss any detail of this offer, please feel free to contact us.

Sincerely,

Raghu Kushal B
Resource Manager
YanthrikTechnologies PVT LTD.

Offer Acceptance

Dear Sir/Madam,

I extend my gratitude to you for offering me the position of **Associate IT Recruiter** in **Yanthrik Technologies Private Limited**. I am delighted to accept your offer and look forward to commencing work with your company from August 10th, 2023.

Kindly let me know if there is any information or documents that I have yet to submit to you. I hope to complete all the formalities prior to my joining so that I can start my work efficiently.

I thank you again for providing me with this wonderful opportunity. I am excited to be a part of your team and make my notable contribution to it.

Yours Sincerely,

{Janani Srinivas}

Registered Office: YANTHRIK Technologies Private LTD., I Labs, Hyderabad Technology Park, Level 2, Oval Building, Gate No 6, Plot No 18, Inorbit Mall Road, Hyderabad, TG-500081 IN. Web: www.yanthrik.com Email: info@yanthrik.com

Accenture Solutions Pvt. Ltd.

Employee Declaration Form

I, Keerthi Preethi (provide name), with employee number 13691298 (provide employee code), do hereby acknowledge and confirm that I shall submit copies of Employment Proof related mandatory documents* within **60** calendar days from 06 / 07 / 2023 (Date of Joining in DD/MM/YYYY format) and copies of Education related mandatory documents* within **180** calendar days from the date of joining.

I understand that the identified list of documents below needs to be submitted by myself only in case I have not been able to submit copies of the identified list of documents below on/before the date of joining.

List of mandatory Documents

Employment *(If applicable & not already submitted)*	▪ Relieving letter/ Resignation Acceptance Letter from immediate previous employer/Full and Final settlement document/Service certificate ▪ Relieving letter from second previous employment ▪ Salary Slip for any one month in last three months, for immediate previous employment with employee id/ code
Education *(If not already submitted)* *Provide for **highest qualification completed** and as declared in the **Employee Application Form.***	▪ Highest Degree Certificate (**AND**) Final Year Mark sheet (OR)Consolidated Mark sheet (OR) ▪ Provisional Degree Certificate (**AND**) All Year's / Term / Semester Marksheet (OR) ▪ Diploma Certificate (**AND**) Final Year Mark sheet (OR) All Year Semester Mark sheet ▪ Higher Secondary schooling certificate (AND) Mark Sheet (OR) ▪ Secondary schooling certificate (AND) Mark Sheet

I understand that the offer of employment with Accenture (herein after referred to as "Company") is contingent upon submission of all mandatory documents as communicated to me during the recruitment process.

Mark ✓ the below option if your results are awaited

☐ I will submit copies of my final semester mark sheet (or online copies of marksheet attested by the college if physical copies are not available) within 60 days of joining.

The Company may, in its sole discretion, choose to terminate / suspend my employment or take any other necessary disciplinary action as deemed appropriate if I fail to submit the required mandatory documents within the timeframe mentioned in this declaration.
I hereby certify that I have read, understood, and agreed to the terms and conditions set forth in this declaration.

My acceptance is as of the day and year as written below.

Name of the Employee: Keerthi Preethi

Signature: preethi

Date: 06/07/2023

Place: Hyderabad

* Striking out the documents not applicable to me in case I have already submitted the below stated document earlier.

Mano Harshitha
111720036009

Offer: Computer Consultancy
Ref: TCSL/DT20233923657/Hyderabad
Date: 21/06/2023

Ms. Mano Harshitha Nagulapalli
Hno 5-98/C, Annaramvillage Gummadidala Mandal Opp Airforce Main Gate Sangareddy District 502313C
Annaram,
Hyderabad-502313,
Telangana.
Tel# 91-8309393900

Dear Mano Harshitha Nagulapalli,

Sub: Letter of Offer

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 an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,950/-** per month.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

CDK GLOBAL

CDK Global (India) Private Limited
Regd. Office: 4th & 5th Floor, Building 12B,
Sundew Properties Ltd-SEZ, Raheja
Mindspace, Madhapur,
Hyderabad - 500 081, Telangana, India.
Phone: +91 40 6756 6000
CIN: U72900TG2014PTC103685

June 16, 2023

Ms. Shailu Nerusu
Hno : 4-32-390/A,
plot no 273, Shapur nagar,
Hyderabad 500055.

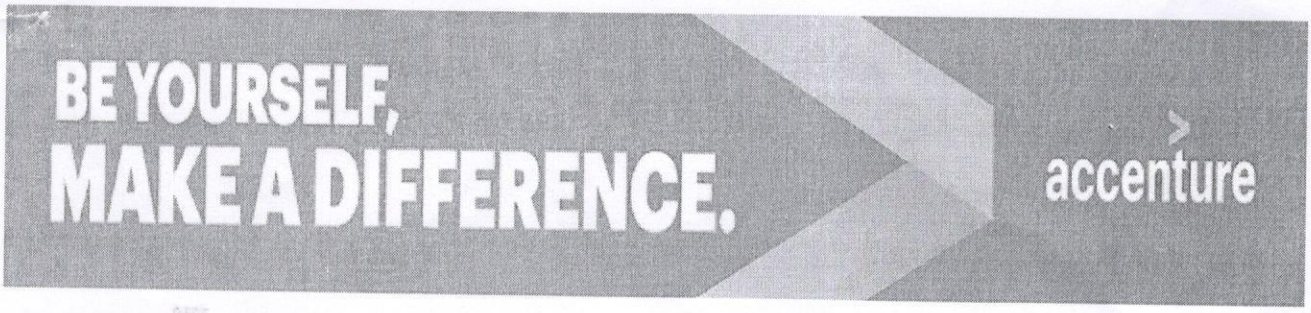
Dear Shailu ,

Congratulations! Subsequent to the discussions we had with you recently, we are pleased to offer you an appointment at **CDK Global (India) Private Limited** (also referred to as 'CDK Global' or 'the Company'). Please find the details below:

Job Title:	Assoc Implementation Support Rep
Job Level:	12
Date of Joining:	On or before **June 22, 2023**
Compensation:	Gross Compensation of **INR. 450,000**/- (Rupees Four Lakhs Fifty Thousand Only) per year. (Details are attached)
Notice Period:	In case of resignation / termination of services, either party will be required to give a two month notice in writing.
Place of work:	Your initial place of work will be at Hyderabad. You may be asked to relocate to any of our units, departments or the offices of our affiliates, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant policies of the Company in that work location.

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time, we request you to confirm your acceptance by signing a copy of this letter and sending it across to us within 2 days, failing which this offer of employment is liable to be invalid.

"Affiliate" means any entity that controls, is controlled by, or is under common control with the Company. For purposes of this offer letter, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.



Strictly Private and Confidential

Date: 06/28/2023

Varshita Pitta

C12061488

FLAT NO A - 406, VASATHI NAVYA APPARTMENTS, MARUTHI NAGAR, NEAR PRANAV INTERNATIONAL SCHOOL, H M T ROAD, CHINTAL

9010595260

Dear **Varshita Pitta,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering

Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective

Candidate's Signature Varshita

Reference Id: 7f98f507-7eda-4a25-8594-f67a506e69a9_1
Signed By: MAHESH VASUDEO ZURALE



Strictly Private and Confidential

Date: 09/01/2023

Roshni Malik

C12239521

3-56/3, Athvelly, Medchal district

6303649827

Dear **Roshni Malik,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering

Please refer to:

• Annexure I for the compensation and benefits details.

• Annexure II for documentation to be submitted by you.

• Annexure III Terms of Employment

• Annexure IV-Remote working conditions -Declaration

• Annexure V-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

 Candidate's Signature Roshni Malik

Reference Id: 9e37ba03-52f0-417b-9637-fce87c850752_1
Signed By: MAHESH VASUDEO ZURALE

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment,in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

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 Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture 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 Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

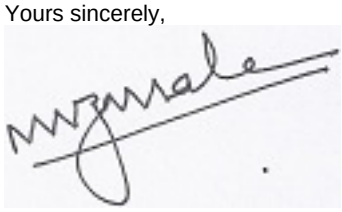
After accepting this Offer, we encourage you visit Countdown to the Company-

(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on *https://indiacampus.accenture.com/myzone/accenture/auth/login*

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Roshni Malik

Roshni Malik
17/10/2023

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	25,500/-
Maximum Annual Total earning potential(A+B)	3,25,500/-
(C)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 13,700/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 344200/-

(D)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares **at 15% discount on the fair market value**	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your 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/regulations 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.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to 2 times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1.Medical:

a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

2.Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3.Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

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

a) 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.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.

• Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.

• Expenses towards movement of one vehicle including Road Tax / Octroi.

• Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1.Two copies of your recent passport size photographs.

2.Original marksheet of all semester (PG/UG).

3.Original provisional degree certificate or convocation degree certificate.

4.Copy of X, XII and all semester mark sheets of PG & UG Degrees.

5.Copy of Degree/PG/Diploma (as applicable) certificates.

6.Passport copy, if available (if not please apply immediately).

7.Pan Card

8.Certification Completion Document (as mentioned in the eligibility criteria)

9.Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV

REMOTE WORKING CONDITIONS - DECLARATION

NOTE:

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your **Accenture Base Location**]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property.
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role.
- I agree and undertake to follow the work timings defined by my organization.
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role.
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me.
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely.

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my **Accenture Base Location.**

 Candidate's Signature Roshni Malik

ANNEXURE V - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture 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 Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture 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 Accenture. 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 Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:



Roshni Malik
17/10/2023

Date: 17/10/2023

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

randstad
Staffing | Search & Selection | HR Solutions | Inhouse Services

Date :18/08/2023

To
Mary Sathvika Shamala
(Code: CAN579671)

Provisional Offer Letter for Fixed Term Contract

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Associate**. Your services are being deputed to **Sutherland Global Services Pvt Ltd** at **Hyderabad** based on the following terms and conditions:

- Your employment will be valid from **23/08/2023 To 22/02/2024** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary CTC will be INR 230,004.00 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.

- The employment opportunity envisaged under this provisional offer letter is subject to successful Background Verification and other necessary checks. During the course of your Background Verification, if it is found that any information/document provided by you is false, fabricated, and/or incorrect or you fail to report on the specified date(s), in such circumstances, any offer made to you and/or your appointment shall automatically stand revoked.

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

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

Annexure I: Salary Breakup

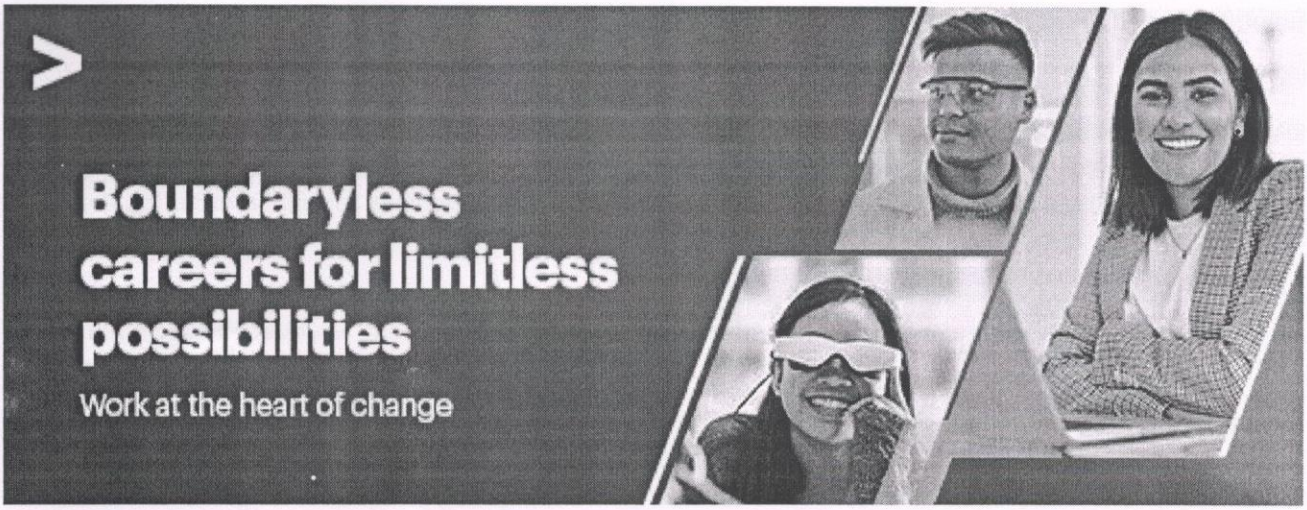
Component	Monthly	Yearly
Basic	13,000.00	156,000.00
House Rent Allowance	2,861.00	34,332.00
Statutory Bonus	1,083.00	12,996.00
Gross Salary	16,944.00	203,328.00
Employer's Contribution to ESI	551.00	6,612.00
Employer's Contribution to EPF	1,560.00	18,720.00
Insurance	112.00	1,344.00
CTC (Cost to the company)	19,167.00	230,004.00
Employee's Contribution to EPF	1,560.00	18,720.00
Employee's Contribution to ESI	128.00	1,536.00
Total Deduction	1,688.00	20,256.00
Net-Take Home	15,256.00	183,072.00

* 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



To,

Name : Daniel Jude Gonsalves

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

Dear Daniel Jude Gonsalves,

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

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

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
    - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.



Strictly Private and Confidential

Date: 09/12/2023

Chandu Meghana Tummalapalli

C12260986

Hno-53, woods colony, near Raichandani mall, Kompally, Secundrabad-500100

9391498612

Dear **Chandu Meghana Tummalapalli,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering

Please refer to:

• Annexure I for the compensation and benefits details.

• Annexure II for documentation to be submitted by you.

• Annexure III Terms of Employment

• Annexure IV-Remote working conditions -Declaration

• Annexure V-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Reference Id: 6fbb5379-3408-4110-86a3-9dcee6b835ae_1
Signed By: MAHESH VASUDEO ZURALE

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment,in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

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 Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture 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 Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

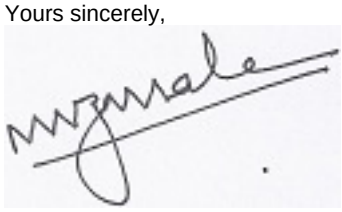
After accepting this Offer, we encourage you visit Countdown to the Company-

(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on *https://indiacampus.accenture.com/myzone/accenture/auth/login*

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

_____

Chandu Meghana Tummalapalli

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	25,500/-
Maximum Annual Total earning potential(A+B)	3,25,500/-
(C)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 13,700/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 344200/-

(D)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares **at 15% discount on the fair market value**	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY24 (September 2023 to August 2024) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your 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/regulations 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.

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to 2 times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1.Medical:

a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

2.Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3.Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

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

a) 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.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.

• Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.

• Expenses towards movement of one vehicle including Road Tax / Octroi.

• Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1.Two copies of your recent passport size photographs.

2.Original marksheet of all semester (PG/UG).

3.Original provisional degree certificate or convocation degree certificate.

4.Copy of X, XII and all semester mark sheets of PG & UG Degrees.

5.Copy of Degree/PG/Diploma (as applicable) certificates.

6.Passport copy, if available (if not please apply immediately).

7.Pan Card

8.Certification Completion Document (as mentioned in the eligibility criteria)

9.Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV

REMOTE WORKING CONDITIONS - DECLARATION

NOTE:

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your **Accenture Base Location**]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property.
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role.
- I agree and undertake to follow the work timings defined by my organization.
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role.
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me.
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely.

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my **Accenture Base Location.**

ANNEXURE V - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture 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 Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture 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 Accenture. 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 Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

_____

Chandu Meghana Tummalapalli

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

Data Marshall
Healthcare Analytics | Revenue Enhancement

Data Marshall Private Limited
Plot #6, D. No. 8-2-268/K/6,
Road #2, Banjara Hills, Hyderabad,
Telangana - 500034, India.

Tel: +91 (40) 23555729
Web: www.datamarshall.com
Email: hr@datamarshall.com
CIN: U72900TG2002PTC038538

Date: 11-Dec-2023

To
Mr/Ms UDUMULA MARY NIKITHA,
HNO: 12-24, PADAMATIGUDEM, RAGHUNATHPALLY,
JANAGAON, TELANGANA - 506244

Sub: Appointment

With reference to your application and subsequent discussions, we are pleased to offer you the position of **"TRAINEE - AR in RCM"** in our company.

Joining

1. Your date of joining is 11-Dec-2023.

Place of posting & work hours

2. You will be posted at HYDERABAD, but place of posting/work place is subject to change as per Company's business needs and requirements.
3. The total working hours per week are 48 hours. The work timings may change as per work requirement.
4. You may be required to work in shifts.

Probation & Tenure

5. You will be under Probation for a period of 6 months from the date of joining. If your performance during the probation period is found satisfactory, you will be absorbed on regular rolls of the Company. During the probation period, if your performance is not found to be satisfactory, the Management reserves the right to either extend the training period or terminate your employment without any notice.

Compensation

6. Compensation details are placed at Annexure. From time to time your salary will be reviewed as per Company policy. All statutory deductions will be applicable as per existing rules in force.
7. You are required to strictly maintain secrecy of your compensation package and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other associate of the Company except to authorized HR Team members of the Company.
8. In a similar way, when deputed to work/interact at the Client site, you are expected to maintain full confidentiality regarding your salary package, and you are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients. Any breach of this clause is liable for termination of your services without any notice.

Other benefits

9. You will be entitled to leave, weekly off, paid holidays as applicable to your category (training/probation/regular) of employees and location of posting / place of work.
10. Bonus: You will be eligible for Annual Bonus as per company Policy.

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Performance Review

11. Increments will be based on performance and will be released every year as per rules of the Company. For the first year of service, as per the standard norms, your salary hike will be PRO-RATED.

Dress Code

12. You will be required to present yourself in formal attire during working hours.

Transfers

13. You are liable to be transferred in such capacity as the Company may, from time to time, determine to any other location, department, function, establishment, or branch of the Company (domestic or overseas), or subsidiary / Associate / affiliate Company. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment.

Duties and Responsibilities

14. You will be required to follow the working hours or work schedule as laid down by your Department / Business Head / Project Leader from time to time.
15. You must effectively, diligently and to the best of your ability perform all duties and responsibilities entrusted to you and ensure accomplishment of the tasks assigned to you. You may be required to work extra hours to achieve targets whenever the job so requires. You are required not to engage, whether directly or indirectly in activities that have or will have an adverse impact on the reputation / image and business of the Company.
16. You may be required to undertake travel on Company work as and when necessary. You will be reimbursed travel expenses as per Company rules.
17. You are required to comply with the policies of the Company introduced / updated / modified from time to time, as they form an integral part of the terms of employment. Consequently, you are required to understand the scope and intent behind the policies and to comply with the same. You shall be committed to ensure integrity in all aspects of functioning.

Notice Period

18. Your employment is terminable by the company, without assigning reason(s) or any during the training/probationary period.
19. On confirmation, your employment is terminable, by either party, by giving 2 Months' notice. On medical grounds or reasons attributable to weak performance, however, the notice period may be restricted to less than two months as may be decided by the Management.
20. Further, the Company at its discretion may relieve you from it services on such date, as it may deem fit without notice or even prior to the expiry of the notice period, for any act of personal or professional misconduct or violation of terms of this Appointment or violation of any condition of any Agreement specifically entered into.

Leave Policy

21. You are eligible to leaves as per the leave policy formulated by the Company from time to time.
22. If you remain absent from work without authorization or reasonable explanation for more than three consecutive working days, it would be considered as voluntary abandonment of duties from your side.

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23. In case of abandonment resulting in cessation of your service, you will be liable to pay compensation to the Company equivalent to one-month gross salary towards liquidated damages on account of loss arising out of your unplanned absence leading to non-delivery / delayed execution of Projects / ineffective functioning of the Organization.

Confidentiality and Non-Disclosure

24. You shall sign the attached confidentiality / non-disclosure/non-compete Agreement, in consideration of being employed by the Company.

ISMS Guidelines

25. The Company would expect you to abide by information Security Management System of the Company and follow all the policies and guidelines mentioned therein.

Conflict of Interest

26. You are required to engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual or group assignments part time or full time or in an advisory capacity or otherwise directly or indirectly without the express written consent of the Management.
27. Please ensure that you shall not directly or indirectly, engage in any activity or have any interest in, or perform any services for any organization/person who is involved in activities, which are or shall be in conflict with the interests of the Company.
28. It will be necessary on your part that during your employment and for a period of one year from the cessation of your employment, irrespective of the circumstances of or the reasons for the cessation, not to solicit, induce or encourage: -
    a. Any employee of the Company to terminate his/ her employment for accepting employment with any competitor, associate or customer with whom you or the Company has a direct or indirect relationship.
    b. Any customer or associate in company to move his existing business with Data Marshall Pvt. Ltd to a third party or to terminate their business relationship with Data Marshall Pvt. Ltd.
    c. Any existing employee to become associate in company with or perform services of any type for any third party.

General

29. While making presentations to prospective and present clients or associate in company you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down, if any, by the Company.
30. You shall not commit on behalf of the Company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by the Company.
31. You shall not associate yourself in any manner with activities involving collective demands and shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of trust and responsibility assigned to / occupied by you.
32. We trust that you have not provided us with any false declaration or willfully suppressed any material facts or information. If you have, you shall be liable for removal from service without notice. Please note that you are required to inform us if there are any Agreements, oral or written, which you have entered into and which relate to your commitments under the terms of your present or any previous employment.
33. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you, relating to the subject matter of your employment.

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34. Your employment terms may be specifically enforced legally, if required. If any of the provisions under these terms are declared void or unenforceable for any reason, the remaining provisions shall continue to be in force and effect.
35. At any time during the course of your employment with the Company, if you are found physically unfit to discharge your duties efficiently on a continuous basis, the company, may discharge you from the services of the Company giving a notice period of one month or lesser as may be decided by the Management or pay you salary in lieu of notice.
36. You will be responsible to notify immediately to the Company, in writing, any change / update in personal information like marital status, present address, permanent address, contact details, email address, additional/new qualification, etc.
37. Please note that the terms of employment are liable to be changed from time to time based on the Company's policies.

Note: At any point of time of your employment with the Company, in case you need any clarification on any terms of employment or support or service from the HR, you may send a mail to hr@datamarshall.com for quick response.
Please return the enclosed duplicate of this letter, duly signed on each page, in token of your having clearly understood, accepted and agreed to abide by the terms and conditions as referred above.
We welcome you to Data Marshall Family and look forward to many years of mutually rewarding association.

For **DATA MARSHALL PVT. LTD**

Human Resources

Employee Acknowledgement

I have read and understood the above terms and conditions of employment and agree to accept the same on these terms and conditions. I confirm having received original of this appointment letter.

Name: **UDUMULA MARY NIKITHA**

Signature: _____

Date: 11-Dec-2023

Enclosures:

1) Salary Structure dated - 11-Dec-2023

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SALARY STRUCTURE

Name: UDUMULA MARY NIKITHA
Designation: TRAINEE - AR in RCM

MONTHLY COMPONENTS	AMOUNT
Basic Salary	8548
HRA	3419
Attire Allowance	1500
Professional Pursuit Allowance	1500
Special Allowance	2129
Fixed Salary	**17096**
Basket of allowance	0
Meal Voucher	0
Gross Salary	**17096**
CCA / NSA	2300
Total Monthly Earnings	**19396**
Deductions	
PF	1,800
ESI	146
Professional Tax	150
Income Tax	-
Total deductions	**2,096**

Net Salary per month	**17,300**

Monthly Benefits	
PF	1,950
ESI	631
Total Additional benefits	**2,581**

Cost to Company per month	**21977**

Annual Medical Insurance	-
Annual Bonus	7,000
Gratuity	4,924
PLI	-
ANNUAL COST TO COMPANY	**275,648**

Notes:

***BONUS WILL BE PAID ON THE EVE OF DIWALI (AFTER COMPLETION OF ONE YEAR BY DIWALI).**

****GRATUITY AND INCOME TAX ARE AS PER APPLICABLE LAWS.**

***** SHIFT ALLOWANCE WILL BE PAID MONTHLY AT THE RATE OF RS. 3,500/- MAX SUBJECT TO ELIGIBILITY.**

******PERFORMANCE LINKED INCENTIVE: PAID BETWEEN 0% TO 100% BASED ON THE ELIGIBILITY CRITERIA.**

IndiGo | Offer of Employment

Inbox

H **hiring support** 12/21/2023

to

Dear Candidate,

Congratulations!

You have been selected for the role of a Cabin Crew in the Inflight Services department of InterGlobe Aviation Limited ("IndiGo") for carrying out duties of any aircraft operated by the company, subject to the terms contained in this communication.

Your date of joining and other terms and conditions of a proposed employment, including designation, base and job description will be communicated to you shortly through your employment agreement.

Please note that your final appointment and continued employment with IndiGo shall at all times be subject to (i) your successfully clearing your medical assessment; (ii) execution of an employment agreement between yourself and IndiGo and compliance by you with the provisions of such employment agreement; (iii) your being in compliance with qualification requirements of the Directorate General of Civil Aviation or such other applicable authority; (iv) you having passed your 10+2 examination from a Board or University recognized by the Ministry of Human Resource

Chitaboina Srikanth.
111720036031.

Offer: Computer Consultancy
Ref: TCSL/DT20233921428/Hyderabad
Date: 21/06/2023

Mr. Chitaboina Srikanth
7-8-10 , Gowthamnagar ,Ferozguda, Bowenpally , Hyderabad,
Near Pochamma Temple,
Hyderabad-500011,
Telangana.
Tel# -

Dear Chitaboina Srikanth,

Sub: Letter of Offer

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 an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,950/-** per month.

1/19

1117200360 33
Vamsi Krishna
1

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20233944229/Hyderabad
Date: 21/06/2023

Mr. Vamsi Krishna Dhudaboina
12-2-563/30/A 1st FloorGudimalkapur,
Opposite To Community Hall,
Hyderabad-500028,
Telangana.
Tel# 91-9346947564

Dear Vamsi Krishna Dhudaboina,

Sub: Letter of Offer

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 an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

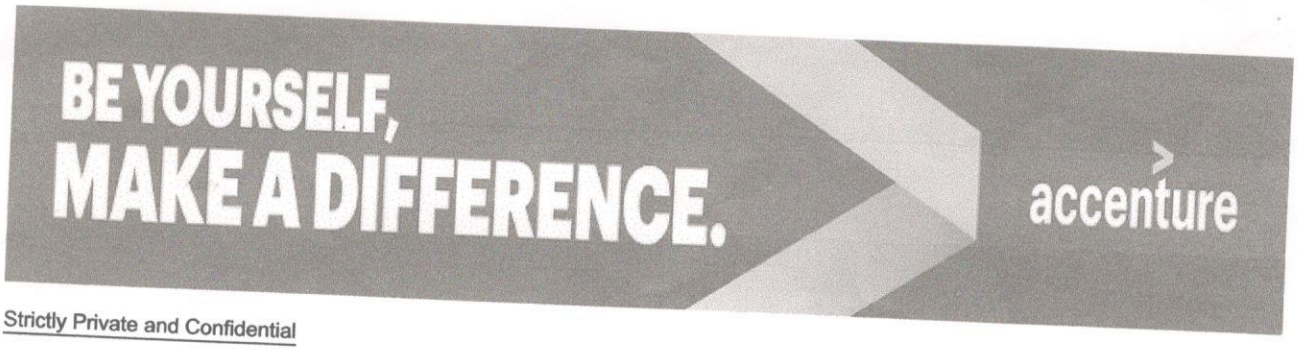
You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,950/-** per month.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India



Strictly Private and Confidential

Date: 06/28/2023

Jason Jonathan David Pathripala

C12061459

HNO:8-7-180/6/A, FNO:104 SAI KRISHNA HEAVENS, Swarnadhama Nagar, Military Dairy farm Road, Old Bowenpally, Secunderabad

9110762536

Dear **Jason Jonathan David Pathripala,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering

Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective

TECH mahindra

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011
techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder Mumbai
400 001

Ref: 963811/2225538/Permt

Date: 26th June, 2023

Paderu Siddaratha
H No - 963, Kalsiguda Balarum,
Secundrabad, Hyderabad - 500010.
Phone No: 9573569368

Subject - Offer of Appointment

Dear **Paderu Siddaratha,**

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Customer Support** on **U1** band, operating out of our **Hyderabad** office.

2. (a) You will be on probation for a period of 3 months from the date of joining the Company during which you will be on training covering the complete process and projects or services, mandated by the customer of the Company. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

   (b) Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the training mandated by the customer of the Company.

3. Your "Annual Total Cash Compensation" will be **Rs. 230000 (Rupees Two Lakhs Thirty Thousand Only).** Please refer **Annexure-A** for details on the compensation and statutory deductions.

4. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

5. Your employment with us will be governed by terms and conditions as specified in **Annexure-B.**

6. You are required to join on **26th June, 2023** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

7. On the date of joining, you are requested to report to **Susma Sugumaran at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, SEZ Block, Unit V, Bahadurpally, Hyderabad - 500043.** At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.

Great Place To Work. Certified
More reasons to #lovetobeTechM

TECH mahindra

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011
techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder Mumbai
400 001

8. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

9. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Susma Sugumaran** latest by **26th June, 2023**.

10. For any clarification / further Information on-
    - Employment terms and conditions, please get in touch with Offers **Team** (E-Mail: **PS00551100@TechMahindra.com**)

For Tech Mahindra Limited

Synchrony International Services Pvt. Ltd.
Regd Office: Building Parcel – 3, Knowledge City
Floors 2 to 5, Unit 2 and 3, Plot No.2
Survey no. 83/1, Phase – 1, Raidurg Village
Serilingampally, Hyderabad.
Telangana – 500081.
GST Details: 36AADCR9682D1Z3
CIN No. U72200 TG 2008PTC 088404,
T 91-040 6765 0000

3rd Oct 2023

Vamshi Krishna Reddy Mudupu

3-6-55/7,Indira Nagar,Ramanthapur,Hyderabad,Telangana-500013

Dear Krishna

Sub: Appointment Letter

We are glad to offer you an appointment with **Synchrony International Services Pvt Ltd** as **Senior Representative Fraud** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your fixed annual salary on joining will be **₹.450000/-** and this will include all allowances in accordance with the Company rules and as indicated in Annexure II. In addition to this, you shall also be entitled to the following as per Company Policy and rules as applicable
   - Medical insurance covering hospitalization expenses of up to ₹.5,00,000/- for you and up to five of your dependants
   - Personal Accident Insurance of up to ₹.15,00,000/- for you as per Company Policy and rules.
   - Group Term Life Insurance cover of **₹.15,00,000/-** during your tenure in Synchrony International Services Pvt Ltd.

   You are eligible for **Night Shift Allowance** depending on your working hours as per the Company's Night Shift Allowance policy in force.

   In addition, you will be reimbursed business related expenses in accordance with relevant company policies as applicable from time to time. The specific amounts for these expenses will depend on the nature and scope of your duties. The reimbursement amounts are subject to an on-going review and are dependent on the way Synchrony International Services Pvt Ltd chooses to administer compensation.

2. Your initial place of work will be at **Hyderabad**. However, your services are transferable, and you may be assigned to any location in India or abroad where the Company or any one of its associates or customers, conduct business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

3. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office except while travelling on business, as assigned to you by your superiors and as per applicable laws in force. You will be required to work 5 days a week and as per the shift timings scheduled for the role. Your daily working hours would be 9 hours including 1 hr break.

4. You will be on probation for a period of six months from the date of joining. At the end of probation period should your performance and behaviour meet the Company standards, your services will be confirmed in writing by the Company. During the probation period, either party may terminate this contract by giving 15 days' notice in writing in the manner referred to in clause 5 or payment of 15 days salary in lieu thereof. However, the Company reserves the right not to accept payment in lieu of notice and may at its sole discretion enforce the notice period
   Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy with official signatures). Notice of termination in electronic form where identity cannot be ascertained, such as SMS or personal email, or through oral communication shall not be accepted as adequate notice for the purposes of this agreement.

Synchrony International Services Pvt. Ltd.
Regd Office: Building Parcel – 3, Knowledge City
Floors 2 to 5, Unit 2 and 3, Plot No.2
Survey no. 83/1, Phase – 1, Raidurg Village
Serilingampally, Hyderabad.
Telangana – 500081.
GST Details: 36AADCR9682D1Z3
CIN No. U72200 TG 2008PTC 088404,
T 91-040 6765 0000

5. Post confirmation, your services under this contract may be terminated by either party, giving a written notice of one month to the other party or on payment of salary in lieu thereof. However, the Company reserves the right not to accept payment in lieu of notice from you, and may at its sole discretion enforce the notice period.

6. You will be entitled to leaves as per Company leave policy. Accumulation/carry-forward of leave will be governed as per the existing Company policy in force

7. Absence for a continuous period of eight days without prior approval of your supervisor, (including overstay of leave/training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality, the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company.

8. You will automatically retire from service on attaining the age of 60 years.

   Whilst employed by the Company:

   8.1 You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval.

   8.2 You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.

   8.3 All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential. Except in the proper course of your employment, or, thereafter, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval of authorised person/s.

   8.4 For the benefit of Business requirement and its enhancement, the business reserves the right to evaluate/process/scrutinize employee's performance, and benchmarked performance numbers may be shared with other employees from time to time.

   8.5 You confirm that there is no litigation /conviction against you, before/by any Court of law, which involves any criminal offence or offences involving moral turpitude.

9. You confirm that you have fully disclosed all of your business interests in the Company, whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between SYNCHRONY INTERNATIONAL SERVICES PVT LTD and you or any immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures. All acts subversive of good conduct and discipline would subject you to disciplinary action as per the Company policies.

Synchrony International Services Pvt. Ltd.
Regd Office: Building Parcel – 3, Knowledge City
Floors 2 to 5, Unit 2 and 3, Plot No.2
Survey no. 83/1, Phase – 1, Raidurg Village
Serilingampally, Hyderabad.
Telangana – 500081.
GST Details: 36AADCR9682D1Z3
CIN No. U72200 TG 2008PTC 088404,
T 91-040 6765 0000

11. Upon separation from the Company, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

12. Any violation of the above mentioned or any other company procedures and policies would attract action as per company disciplinary policy in force, including and upto termination. In the event of termination by Management on account of breach of disciplinary policy, the Management will not be liable to pay notice pay.

13. All other terms and conditions of employment will be governed by Company policies as stated from time to time.

14. The address proof submitted by the employee and verified during background check will be considered as the correct address of the employee and the same will be used for all the official communication. Any change in such address has to be communicated by the employee to the HR department in writing.

15. If these terms and conditions are acceptable to you:
    (a) Please sign and return the duplicate of this Appointment Letter on or before 3rd Oct 2023 and
    (b) Report for duty at the Company not later than 4th Oct 2023 failing either of which, this offer of appointment stands automatically withdrawn without any further notice to you.

16. You agree that the appropriate courts in Ranga Reddy District, Telangana, shall have exclusive jurisdiction over all disputes which may arise hereunder.

The terms of this offer including the compensation are intended to be kept strictly confidential.

"You hereby agree that this offer of employment and issue of an appointment letter to you shall be subject to SYNCHRONY FINANCIAL obtaining a clear and positive background check of yourself satisfying relevant criteria outlined by SYNCHRONY FINANCIAL (such as educational/technical qualifications, past work experience & positions held by you, previous salary, conduct etc). You further agree that SYNCHRONY FINANCIAL reserves the right to terminate the offer of employment, without further notice to you, if such clear and positive background check is not obtained in relation to you."

"You hereby also confirm that the application form, resume and all documents submitted by you to SYNCHRONY FINANCIAL are true and accurate, and should any part thereof be found to be false or inaccurate by SYNCHRONY FINANCIAL, then SYNCHRONY FINANCIAL reserves the right to terminate your employment immediately."

We welcome you and wish you every success in your career with SYNCHRONY INTERNATIONAL SERVICES PVT LTD.

With warm regards,

Kameswari

Kameswari G
VP, HR - Asia Diversity & Recruitment COE Leader

SYNCHRONY INTERNATIONAL SERVICES PVT LTD

Accepted and Agreed
Vamshi Krishna Reddy Mudupu

Synchrony International Services Pvt. Ltd.
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ANNEXURE I

DOCUMENTS REQUIRED AT THE TIME OF JOINING

- Relieving Letter from last Employer, if applicable
- Copy of Birth Certificate / School Leaving Certificate
- Academic & Professional Certificates (Xerox copies)
- Eight Recent Passport size Photographs
- Last Pay Slip drawn, if applicable
- Form 16 (1) (pertaining to Tax Deducted at source) from the previous employer, if applicable
- Photocopy of PAN Card & Aadhar Card
- Photocopy of the Appointment letter accepted and signed by you.
- Proof of identity (copy of passport/ driving license/ voter's ID card/ college exam admit card etc)

INFORMATION REQUIRED AT THE TIME OF JOINING

If applicable and already a member of a Provident Fund (PF) Scheme with previous employer, then:

- Employer's name
- Dates of joining and leaving service with them
- Name and address of the PF Trust or the Regional Provident Fund
- PF Account No
- Social Security No (SSN), if allotted

If applicable and already a member of ESI Corporation with previous employer, then:

- Employer's name
- Dates of joining and leaving service with them
- ESI card

Mandatory Details:

Furnishing of employee Aadhar details which has date of birth on the face of the Aadhar is mandatory in order to generate provident fund Universal Account Number [UAN]. The EPFO portal will not allow employers to generate the UAN without Date of Birth registered with employee Aadhar. The name on the Aadhar should also match with the name on the records submitted by you. Hence, your employment offer with the organization is contingent upon furnishing these details without fail. The company will be well within its right to terminate the employment if the same is not furnished at the time accepting the offer or within 10 days of joining the company whichever is earlier.

synchrony

Synchrony International Services Pvt. Ltd.
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Annual Earning Opportunity Breakup (in INR)			
Name:	**Vamshi Krishna Reddy Mudupu**		
	Earnings*	***Monthly***	***Annual***
	Basic	19,266	231,188
	HRA	11,559	138,713
	Special Allowance	80	957
	Employer Contribution to PF	2,312	27,743
	Gross Earnings (A)	**33,217**	**398,600**
	Bonus * (B)	2,083	25,000
	Meal Coupons	2,200	26,400
	Total CTC	**37,500**	**450,000**
	Other Benefits*****		
	Other Benefits (F):		
	Medical Insurance Coverage of 500,000 for Self & Dependents		36,257
	Life Insurance Coverage of 15,00,000 & Disability Insurance Coverage of 15,00,000 for Self		3,823
	Gratuity-cum-Life Insurance*****		11,115
	Free Transport		48,000
	Gym Subsidy		12,000
	Benefits Sub-Total		**111,195**
	Total Earning Opportunity Per Annum		
	Total CTC+Benefits		***561,195***

Terms & Conditions (Important):

*The above mentioned Bonus includes Statutory Bonus (as per Payment of Bonus Act, 1965), if applicable.

****No money in lieu of Earnings In Kind will be paid if any of the benefits mentioned therein, is not availed

****Life Insurance Coverage of 15,00,000 & Disability Insurance Coverage of 15,00,000 for Self

*****Gratuity will be paid as per the Payment of Gratuity Act - 1972

All payments are subject to prevalent taxes and duties such as Employer Contribution to PF, Employees Contribution to PF, ESIC, PTAX, Income Tax and any other deductions as applicable.
Please note that your offer figure has been quoted corresponding to the Earning Opportunity at Maximum performance. It is important for you to note that you have an opportunity to earn less, basis on your individual performance.

HR Signature (Above)

Employee Signature (Above)

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Your salary components may be restructured in compliance with Code on Wages 2019 or such other applicable labour codes/law in force. The restructuring may result on your Net take home salary while cost to company remaining same.

"Additionally, on successful completion of probationary period of 6 months service with the Company, you will be eligible for Certification Reimbursement up to Rs 200,000/- (Two Lakh Only) as per the prevailing Company policy.

Please note in the event that you resign within 6 months from the date of certification reimbursement, or are serving notice of resignation, or you have been separated from the Company on grounds of non-compliance to applicable workplace policies and procedures, including integrity and upholding the Synchrony Financial values, you will have to pay up the amount equivalent to amount received on account of certification reimbursement (net of tax) to Synchrony Financial".

* A deduction of 12% of Basic salary shall be made for the employee's contribution to the Provident Fund. Company's contribution to Provident Fund does not appear on the Salary Slip as it is deposited in the Provident Fund directly with the EPFO.

Deductions:

1. Other statutory deductions like Income Tax, ESI (if applicable), professional tax, etc. would be made as per the applicable statutory regulations.
2. All calculations above do not take the effect of income tax into account

In addition to the above, you shall also be entitled to:

1) Performance bonus based on your and company performance in accordance with applicable policy.
2) Gratuity as per statutory provisions (15 days of last drawn monthly basic salary for each year of completed service) on completion of 5 years of service.

Note: You will need to produce bills for claiming tax benefit on medical reimbursement by the 5th of each month.



Kameswari G
VP, HR - Asia Diversity & Recruitment COE Leader

SYNCHRONY INTERNATIONAL SERVICES PVT LTD

Accepted and Agreed
Vamshi Krishna Reddy Mudupu



Strictly Private and Confidential

Date: 06/28/2023

Judson Jaya Gabriel Yalla

C12061490

H. No. 4-85/7, East Gandhi nagar, Nagaram, Medchal district, Hyderabad, Telangana-500083

9059335936

Dear **Judson Jaya Gabriel Yalla,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering

Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Candidate's Signature _____

Reference Id: 1c756bb8-afd9-49b4-a5c6-14a7dd20f7d7_1
Signed By: MAHESH VASUDEO ZURALE