

6<sup>th</sup> March, 2019

To,  
**Mr. G. Mahesh Babu,**  
Tel No.8050451879

Dear Mahesh,

This has reference to the interview and discussions you had with us. We are pleased to appoint you as "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you would be re-designated as "Career Development Officer".

Find below your compensation details.

		<b>(Amount in Rupees.)</b>	
		<b>Per Month</b>	<b>Per Annum</b>
Basic Salary	:	21,500	2,58,000
House Rent Allowance	:	1,400	16,800
Additional HRA	:	3,000	36,000
Transport Allowance	:	1,600	19,200
Telephone Allowance	:	500	6,000
Daily Travel Reimbursement (Only for the days of field work @ Rs.150/-)	:	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	10,000	1,20,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	:	2,000	24,000
<b>Total Rs: Five Lakh Sixteen Thousand Only pa.</b>	<b>:</b>	<b>43,000</b>	<b>5,16,000</b>

Regards,  
**Jaro Education**

**Sushant Mallya**  
**Sr.Manager – Human Resource**

I agree to the above and attached terms & conditions \_\_\_\_\_ Dated \_\_\_\_\_

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

22<sup>nd</sup> December, 2018

To,  
**Mr. Faizan Ahmed,**  
Tel No.8867732855

Dear Faizan,

This has reference to the interview and discussions you had with us. We are pleased to appoint you as "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you would be re-designated as "Career Development Officer".

Find below your compensation details.

		<b>(Amount in Rupees.)</b>	
		<b>Per Month</b>	<b>Per Annum</b>
Basic Salary	:	21,500	2,58,000
House Rent Allowance	:	1,400	16,800
Additional HRA	:	3,000	36,000
Transport Allowance	:	1,600	19,200
Telephone Allowance	:	500	6,000
Daily Travel Reimbursement (Only for the days of field work @ Rs.150/-)	:	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	10,000	1,20,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	:	2,000	24,000
<b>Total Rs: Five Lakh Sixteen Thousand Only pa.</b>	<b>:</b>	<b>43,000</b>	<b>5,16,000</b>

Regards,  
**Jaro Education**

**Sushant Mallya**  
**Sr.Manager – Human Resource**

I agree to the above and attached terms & conditions \_\_\_\_\_ Dated \_\_\_\_\_

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



To  
**Ragi Bhatt**  
**Presidency University,**

Dear **Ragi Bhatt,**

**Sub:** Preliminary offer of employment

Further to our discussions, Microsoft India (R & D) Pvt Ltd., is pleased to offer you the role of **Support Engineer** on the following terms, and subject to Company' policies in this regard:

- a. Your total base salary will be **INR 7,40,000** per annum, payable monthly in arrears. The base salary has two components, (a) Basic and (b) Allowances:
  - (i) Basic Salary: Your basic salary will be **INR 349,280** per annum and is 47.2% of the base salary.
  - (ii) Allowances: You shall be entitled a sum of **INR 390,720** per annum (52.8% of the base pay) towards allowances.
- b. Stock Award of **USD \$1200** in Microsoft Corporation, USA, under and subject to the Microsoft Corporation 2001 Stock Plan.
- c. Performance Based Bonus will be between **0-20%** of your base annual pay and will be subject to the terms of the company's performance bonus plan.

The Company's offer / your employment with the Company is conditional upon and subject to the conclusion and positive outcome of the Company's Background Verification Process. The offer can be withdrawn and revoked by the Company at any time in the event of an unsatisfactory outcome of the background verification

Please note that this is a preliminary offer letter, post your acceptance and subject to the conditions above, you will receive a final offer letter closer to the joining date.

Your employment will be subject to the terms of this preliminary offer letter, the final offer letter and the policies of the Company.

Please indicate your acceptance of the above, by signing and delivering a copy of this letter to the undersigned on or before the Date: **15-July-2019**

Yours Sincerely,  
For Microsoft India (R & D) Pvt. Ltd

I Agree

Authorized Signatory

Name, Signature & Date

**Signature of candidate**

**Microsoft India (R&D) Pvt. Ltd**

Registered Office: 807, New Delhi House, Barakhamba Road, New Delhi-110001.  
CIN: U74140DL2005PTC134963





To  
**Pooja Reddy**  
**Presidency University,**

Dear **Pooja Reddy,**

**Sub:** Preliminary offer of employment

Further to our discussions, Microsoft India (R & D) Pvt Ltd., is pleased to offer you the role of **Support Engineer** on the following terms, and subject to Company' policies in this regard:

- a. Your total base salary will be **INR 7,40,000** per annum, payable monthly in arrears. The base salary has two components, (a) Basic and (b) Allowances:
  - (i) Basic Salary: Your basic salary will be **INR 349,280** per annum and is 47.2% of the base salary.
  - (ii) Allowances: You shall be entitled a sum of **INR 390,720** per annum (52.8% of the base pay) towards allowances.
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- c. Performance Based Bonus will be between **0-20%** of your base annual pay and will be subject to the terms of the company's performance bonus plan.

The Company's offer / your employment with the Company is conditional upon and subject to the conclusion and positive outcome of the Company's Background Verification Process. The offer can be withdrawn and revoked by the Company at any time in the event of an unsatisfactory outcome of the background verification

Please note that this is a preliminary offer letter, post your acceptance and subject to the conditions above, you will receive a final offer letter closer to the joining date.

Your employment will be subject to the terms of this preliminary offer letter, the final offer letter and the policies of the Company.

Please indicate your acceptance of the above, by signing and delivering a copy of this letter to the undersigned on or before the Date: **15-July-2019**

Yours Sincerely,  
For Microsoft India (R & D) Pvt. Ltd

I Agree

Authorized Signatory

Name, Signature & Date

**Signature of candidate**

**Microsoft India (R&D) Pvt. Ltd**

Registered Office: 807, New Delhi House, Barakhamba Road, New Delhi-110001.  
CIN: U74140DL2005PTC134963





To  
**Sivva Rahul Sai**  
**Presidency University,**

Dear **Sivva Rahul Sai**,

**Sub:** Preliminary offer of employment

Further to our discussions, Microsoft India (R & D) Pvt Ltd., is pleased to offer you the role of **Support Engineer** on the following terms, and subject to Company' policies in this regard:

- a. Your total base salary will be **INR 7,40,000** per annum, payable monthly in arrears. The base salary has two components, (a) Basic and (b) Allowances:
  - (i) Basic Salary: Your basic salary will be **INR 349,280** per annum and is 47.2% of the base salary.
  - (ii) Allowances: You shall be entitled a sum of **INR 390,720** per annum (52.8% of the base pay) towards allowances.
- b. Stock Award of **USD \$1200** in Microsoft Corporation, USA, under and subject to the Microsoft Corporation 2001 Stock Plan.
- c. Performance Based Bonus will be between **0-20%** of your base annual pay and will be subject to the terms of the company's performance bonus plan.

The Company's offer / your employment with the Company is conditional upon and subject to the conclusion and positive outcome of the Company's Background Verification Process. The offer can be withdrawn and revoked by the Company at any time in the event of an unsatisfactory outcome of the background verification

Please note that this is a preliminary offer letter, post your acceptance and subject to the conditions above, you will receive a final offer letter closer to the joining date.

Your employment will be subject to the terms of this preliminary offer letter, the final offer letter and the policies of the Company.

Please indicate your acceptance of the above, by signing and delivering a copy of this letter to the undersigned on or before the Date: **15-July-2019**

Yours Sincerely,  
For Microsoft India (R & D) Pvt. Ltd

I Agree

Authorized Signatory

Name, Signature & Date

**Signature of candidate**

**Microsoft India (R&D) Pvt. Ltd**

Registered Office: 807, New Delhi House, Barakhamba Road, New Delhi-110001.  
CIN: U74140DL2005PTC134963



Appointment Letter

Date :January 03, 2019

To

Mr.Piduguralla Jason Gilchrist  
House No.8-57/3B,  
Railway Station Road,  
Piduguralla, Guntur-522413

Dear Mr. Piduguralla Jason Gilchrist,

We are pleased to offer you the position of Software Engineer at Nviera Technologies Pvt Ltd., The details of your offer are enclosed herewith.

We look forward to your association and contributions towards helping Nviera deliver top-notch solutions through constant innovation.

With best wishes and regards,



Kishore K V

Director

Date: January 3, 2019

Enclosure: Appointment Letter

NVIERA/OFFER/0027

Date: January 03, 2019.



-----  
Read, Understood & Accepted

  
Nviera Technologies Private Limited  
Registrar  


## Appointment Letter

Dear Mr. Jason,

With reference to your application for employment and subsequent interview/discussions, we are pleased to offer you employment with Nviera Technologies Pvt Ltd., on the below terms and conditions.

### Date and Place of Posting

You will be required to join **Nviera Technologies Pvt Ltd.**, on or before **June 01, 2019**. You shall be initially posted at our office located at #19, 1<sup>st</sup> floor, 1<sup>st</sup> cross, P & T Colony, R.T Nagar Police Station, Bengalure-560032.

### Designation

You will be designated as **Software Engineer**

### Salary & Benefits

Your Total Compensation (TC) will be **INR 2,40,000/-** (Rupees Two lakh forty thousand only) per annum. Please refer Annexure A for details.

### Job Responsibilities

You will be expected to perform as per the duties that may be assigned to you from time to time by authorized representatives of the Company.

### Medical Fitness

By accepting this appointment letter, you automatically declare that your existing health condition or medical history does not in any manner deem you unfit for the nature of work for which you are being offered this employment.

In the event of any deviation to the same, the Company will reserve the right to terminate your services. The Company also reserves the right to ask you to undergo any medical test, as may be deemed necessary from time to time.

### Transferability & Travel

Your services can be transferred/deputed from one job to another, one department to another, from one Company to another subsidiary or sister Company in the Group anywhere in India and abroad whether existing or likely to come in existence at any time in future.

During the course of business you would be required to undertake business travel. You will be required to undertake travel within the country or abroad on company work and you will be paid travel expenses for this as per the Travel Policy applicable to Nviera Technologies Pvt Ltd.

### Hours of Work

Your working hours will be governed by applicable law and policies applicable to Nviera Technologies Pvt Ltd. The company reserves the sole discretion to revise the same from time to time. You will be governed by the working hours and holidays, applicable based on your place of work, role and on-going business requirements. Depending on business needs, you will be required to work in rotating shifts – the same will be communicated to you in advance through the authorized representatives of the company.

### Leave

You will be entitled to paid leave as per the existing policy applicable to Nviera Technologies Pvt Ltd. All leaves shall require prior approval of the authorized person. But in case you have to take a leave under unforeseen circumstances for which prior approval was not possible, immediate information through mail or telephone will be required to be sent to the sanctioning authority. In case you fail to do so, management will have the right to take appropriate disciplinary action.

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*Read, Understood & Accepted*



Nviera Confidential



**Retirement**

You will automatically retire from the services of the Company on attaining the age of 58 yrs or earlier, for physical or mental disability or infirmity or in case of your contracting a disease which is infectious or contagious and detrimental to others health or for continued ill health, duly certified by the Registered Medical Practitioner as prescribed by the Company.

**Relinquishing Service**

In case you absent yourself from duty for seven (7) consecutive calendar days or more without prior permission/sanction you shall be deemed to have left and relinquished the service on your own and such relinquishment of service shall be deemed as a repudiation of the contract of employment by you. The Company reserves the right to take disciplinary action as deemed necessary.

**Separation**

The employment can be terminated by giving three months formal notice by either side or salary (defined as basic plus FEP) in lieu of. This will be subject to complete and formal handover of all assignments proper transitioning and knowledge transfer, submission of company documents/classified information (if any), successful completion of all ongoing activities and formal relieving as per company's guidelines.

Incomplete process compliance to the same has a likely negative business, consequences, and adversely impacts internal planning, opportunity cost and on many occasions affects customer deliveries and business image. In such situations Company reserves the right to initiate strictest disciplinary/Legal action if required.

In an event of breach of trust, confidentiality, willful misconduct or gross negligence on your part or any other bonafide reason the company may terminate your services with immediate effect, without any notice or compensation in lieu thereof.

**Tax**

The Company will make income tax deductors, as per the applicable taxation rules. All requirements, under taxation laws, including filling of income tax returns regarding your remuneration, are and shall remain your responsibility and will have to be borne by you. The Total Compensation is inclusive of any incidence of fringe benefit tax, terms of which will be defined by the Company, if need be.

**Intellectual Property Rights, Non Disclosure Agreement, Confidential Agreement and Other General Terms of Employment**

You will be subjected to Nviera Technologies Pvt Ltd., policies in respect to intellectual Property Rights, including the ownership and assignment in favor of Company; Non-Disclosure of Confidential information and other General terms of employment.

On the date of your joining, you will be required to sign undertakings applicable to Intellectual Property Rights, Non-Disclosure of Confidential information Agreement, Code of Conduct, Data Security and Information Security.

You also understand that your obligations under these clauses shall survive termination of this Agreement for any reasons whatsoever, and continue to be binding after the termination of this Agreement.

You will be governed by the policies and processes as may be applicable to Nviera Technologies Pvt Ltd., from time to time. You will be expected to keep yourself apprised of any changes in the applicable policies and process. You will be expected to undergo refresher programs as per the frequency defined by the Company or on an ad-hoc basis, as the case may be. Ignorance shall not be pleaded as an excuse for violation of all or any part of the same.

**Other Details**

Your appointment is based on your representation regarding your qualification and experience during your interview, which the Company has relied upon. The Company reserves the right to conduct your reference, background check, criminal verification, drug check, etc., at any point before or after your formal joining with the Company. You also authorize the Company to use your personal and official details for any internal purposes as required by the company to meet its reasonable and fair business needs. In case of any violation of Company norms/policies, and, or any discrepancy in the statement of facts, the Company reserves the right to take disciplinary action against you, including termination of services.

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Read, Understood & Accepted



Nviera Technologies Private Limited  
REGISTRAR



Please note that the Company will not be liable to honor any commitments made including but not limited to future salary increases and/or promotion to any new or existing employee by anybody in the Company or externally, either formally or informally, unless the same is confirmed by an authorized signatory of the Company in writing. An authorized signatory here would mean either someone who has signed this Offer Letter or someone higher than the signatory in the Human Resources hierarchy in the Company. Any such written commitments given, if any, will need to be issued as a separate addendum on the Company letterhead for such a commitment to be treated as valid.

#### Declaration

You understand that your appointment will be subject to the verification of your credentials, testimonials and other particulars mentioned by you in your personal data form. In case it comes to the notice of the management that the particulars given in your application are wrong, your appointment shall be deemed automatically cancelled irrespective of whether you have joined the Company or you are likely to join the services of the Company. In case you have joined the Company you shall be liable to be discharged from the service forthwith.

This offer of appointment shall be effective from the date you join your duties at Nviera Technologies Pvt Ltd.,

#### Joining Details

On the date of joining please report to HR Department on the day of your joining at our Office, at #19, 1<sup>st</sup> floor, 1<sup>st</sup> cross, P & T Colony, R.T Nagar Police Station, Bangalore-560032.

You are requested to carry the following documents in original and one photocopy at the time of joining. Originals are meant for verification only and photocopy for Company's records.

1. Graduation, Post Graduation and other Certificate and marksheets
2. Relieving letter/Experience Certificate and Salary slip from last two(2) employers
3. Four (4) passport size photographs
4. Pan Card copy
5. Passport copy

In the absence of any of the above documents, your joining will be deferred till the date on which all these documents are submitted.

-----  
Read, Understood & Accepted



**Validity of Appointment Letter**

You are required to provide acceptance of the appointment letter, in writing within three (3) days of receipt of this document. If you fail to provide your acceptance and / or do not join within the stipulated time, this appointment letter shall stand automatically withdrawn.

The company will not be liable to honour any commitment made including but not limited to future salary increases and/or promotion to any new joinee or existing employee by anybody in the organization or extraneously, either formally or informally, unless the same is confirmed by an authorized signatory of the Company in writing. An Authorized signatory here would mean either someone who has signed this offer letter or someone higher than the signatory in the HR hierarchy in the company. Any such written commitments given, if any, will need to be issued as a separate addendum on the company letterhead for such a commitment to be treated as valid.

Please sign the duplicate copy of the appointment letter as token of your acceptance.

Thanking you,

Yours truly,

For Nviera Technologies Pvt Ltd



Kishore K V  
Director

Date: January 3, 2019

-----  
*Read, Understood & Accepted*



**Annexure A**  
**Compensation Structure**  
**Piduguralla Jason Gilchrist**  
**Designation: Software Engineer**

Components of Emoluments	Monthly (INR)	Annual (INR)
Basic	8000	96000
DA	2000	24000
HRA	5000	60000
Conveyance	1000	12000
Medical Allowance	1000	12000
Special Allowance	3000	36000
<b>Total Cost to Company (TCTC)</b>	<b>20000</b>	<b>2,40,000</b>

I, Piduguralla Jason Gilchrist have read the terms and conditions mentioned in Annexure A. I understand and accept the same without any reservation.

Name	Mr. Piduguralla Jason Gilchrist
Signature	
Date	
Place	

-----  
*Read, Understood & Accepted*

Nviera Confidential





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184639712/Bangalore**  
**Date: 09/10/2018**

Mr. Vinod N  
611st Cross,  
R.T Nagar,  
Bengaluru-560032,  
Karnataka.  
Tel# 91-7019680592

Dear Vinod N,

**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.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

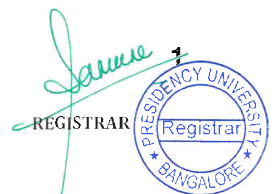
Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. 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.

**TCS Confidential**  
**TCSL/DT20184639712**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India  
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹6,270/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change based on your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

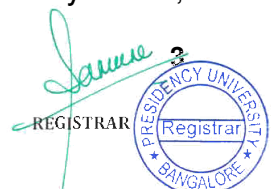
#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

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TCSL/DT20184639712

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provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

## RETIRALS

### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### Gratuity

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TCSL/DT20184639712

**TATA CONSULTANCY SERVICES**

WYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

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You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/ revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **3. Training Period**

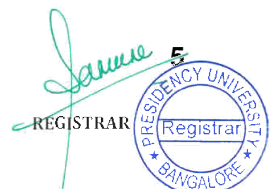
You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found

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unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

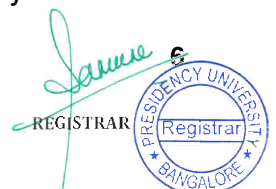
#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This

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Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## 14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving

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notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

#### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### **19. Submission of Documents**

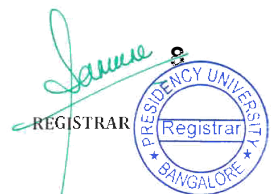
At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card  
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a

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- Postgraduate)
- Birth Certificate / Proof of Age
  - Work permit and/or any other documentation as prescribed by Government of India
  - Passport
  - 6 photographs
  - Medical Certificate
  - An affidavit/notarised undertaking stating:
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
    - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

## 20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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**23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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*Sanu* 10  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar  
BANGALORE



### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



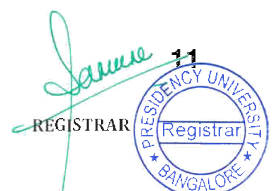
[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCSL Centres  
Annexure 3: Confidentiality and IP Terms

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**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Vinod N</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>

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## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b> <b>Lead -Talent Acquisition</b> Tata Consultancy Services Infocity, Info Tower 1, 5<sup>th</sup> Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p><b>Bangalore</b> <b>Lead -Talent Acquisition</b> Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p><b>Chennai</b> <b>Lead- Talent Acquisition</b> Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p><b>Delhi</b> <b>Lead-Talent Acquisition</b> Tata Consultancy Services 5<sup>th</sup> Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p><b>Hyderabad</b> <b>Lead-Talent Acquisition</b> Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p><b>Kolkata</b> <b>Lead-Talent Acquisition</b> TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b> <b>Lead -Talent Acquisition</b> Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p><b>Mumbai</b> <b>Lead-Talent Acquisition</b> Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane( West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p><b>Pune</b> <b>Lead-Talent Acquisition</b> Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b> <b>Lead - Talent Acquisition</b> Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>

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## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.

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## 2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

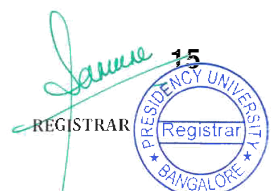
## 3. Intellectual Property Rights

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.

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#### 4. **Prior knowledge**

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### 5. **Use of third party material**

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### 6. **Security policies and Guidelines**

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### 7. **Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 8. **No License**

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.

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## 9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

TCS Confidential  
TCSL/DT20184639712

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India  
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

### 11. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

TCS Confidential  
TCSL/DT20184639712

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India  
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com  
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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

*Janu* 18  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

Name: *Aparna Dasgupta*

Date: *22<sup>nd</sup> Nov '18*

Dear Mr/Ms: *Aparna*

**LETTER OF INTENT**

We refer to the recent discussions we had regarding career opportunities in the Vedanta Group. We are pleased to extend you a letter of intent for the position of **Graduate Engineer Trainee** at Total Target Remuneration of **INR 7.95 Lakhs** per annum (Refer Annexure 1 for details).

A detailed Offer cum Appointment Letter will be issued to you post completion of our entire recruitment procedure for hiring Graduate Engineer Trainees. The place of posting and reporting date will be communicated to you separately.

This offer is subject to you being found medically fit at the time of joining (as per the medical test attached in the Annexure 2), Background Checks & fulfilling the following eligibility criteria:

- 60% throughout in X, XII and Graduation, without any backlogs at the time of selection and joining.
- No gap between X and XII in academics. Not more than 1 year of gap between XII & Graduation. No other break in regular course of studies is allowed.
- Engineers with diploma entry are not eligible.
- For Safety and Environment: Two year gap will be allowed between XII and engineering and One year gap between Graduation and Post-Graduation.

You are required to submit the following documents at the time of joining:

- Originals & Photocopies of all educational Certificates – X, XII, UG, additional qualifications (If any)
- Proof of your Date of Birth
- 5 Passport size photographs
- PAN Card

Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

We welcome you to the Vedanta family and wish you a rewarding and successful career ahead.

With Best Wishes,

Yours sincerely,



**Authorized Signatory**

VEDANTA LIMITED

Sesa Goa Iron Ore: Sesa Ghor, 20 EDC Complex, Patto, Panjim, Goa – 403 001, India  
T +91 0832 2460600 | Website: [www.sesagoaironore.com](http://www.sesagoaironore.com)

Registered Office: Vedanta Limited, 1st Floor, 'C' wing, Unit 103, Corporate Avenue, Atul Projects, Chakala, Andheri (East), Mumbai 400093, Maharashtra, India  
CIN: L13209MH1965PLC291394



**Annexure 1: Compensation Breakup**

Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

Date: 22/11/2018

Name	Aparna Dasgupta
Company / Business Unit	Vedanta Limited
Position / Title	Graduate Engineer Trainee
Training Period	6 Months
Probation Period	6 Months (M7)
Confirmation	Post 12 months

**Compensation Scheme**
**I. Total Target Remuneration from Date of Joining**

Fixed Pay			
#	Particulars	Amount (INR) Per Annum	Notes
I	Basic	1,67,700	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
II	House Rent Allowance ("HRA")	67,080	House Rent Allowance is paid on a monthly basis. HRA is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10 (13A) of the Income Tax Act and Rule 2A of the Income Tax Rules.
III	Personal Allowance	1,52,218	Personal Allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
IV	Statutory Bonus	33,540	Bonus is paid on a monthly basis and calculated at 20% of the Basic pay, subject to Income tax.
V	Uniform Allowance	12,000	Uniform Allowance is paid on a monthly basis. It is granted to meet the expenditure incurred on purchase or maintenance of uniform to wear during the performance of the duties of an office. It is taxable.
VI	Conveyance Allowance ("CA")	19,200	Conveyance Allowance is paid on a monthly basis. It is paid to meet the conveyance expense of an employee. CA is exempted U/S 10(14), rule 2BB up to Rs. 1600 /- per month.

**Vedanta Limited** (Formerly known as Sesa Sterlite Ltd/Sesa Goa Ltd.)  
DLF Atria, Jacaranda Marg, DLF City - Phase-2, Gurgaon – 122002, Haryana, India  
T +91 124 4593000 | Website: [www.sesasterlite.com](http://www.sesasterlite.com)

Registered Office: Sesa Ghor, 20 EDC Complex, Patto, Panaji (Goa) - 403 001  
CIN: L13209GA1965PLC000044

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

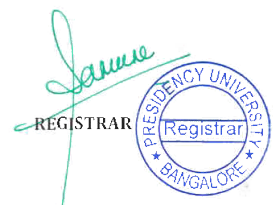
**vedanta**

transforming elements

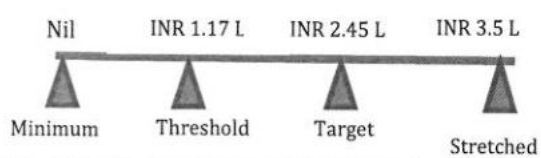
#	Particulars	Amount (INR) per annum	Remarks
VII	Vehicle Maintenance Allowance	21,600	Vehicle Maintenance Allowance is paid on a monthly basis. It is paid to meet the vehicle maintenance expense of an employee. It is taxable.
VIII	Leave Travel Allowance ("LTA")	13,975	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday.
IX	Medical	15,000	Reimbursement of medical expenses actually incurred by an employee for his / her medical treatment or the treatment of any member of the family up to Rs. 15,000 per annum is not treated as a taxable perquisite upon submission of bills.
X	Provident Fund ("PF")	20,124	As per employee provident fund Act 1952, an employer is required to contribute minimum 12% of the Basic Salary to EPF. And equal amount will be deducted as employee contribution from monthly payroll.
XI	Gratuity	8,063	The employer will contribute 15 days basic for every completed year of service. This will be payable when the employee leaves / superannuates. The eligibility condition is minimum 5 years of service as per the payment of Gratuity Act 1972.
XII	Mediclaim Policy	14,500	Covered under insurance scheme as per company policy. Coverage as per floating policy. Maximum coverage as per policy is INR 6 Lacs. <b>This component is not cashed out.</b>
XII	Personal Accident Insurance	5,000	Covered under accident insurance scheme as per company policy. Coverage for self only. Maximum coverage as per policy is INR 10 Lacs. <b>This component is not cashed out.</b>
<b>Fixed Pay</b>		<b>5,50,000</b>	<b>Sum of all above</b>

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CIN: L13209GA1965PLC000044



<b>Performance Pay Scheme</b> (As currently applicable and subject to change as per company rules from time to time)		
<b>Target Annual Performance Pay</b>	<b>2,45,000</b>	<p>The objective of Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. The evaluation on the performance measures will be done on completion of the financial year (April – March). The plan and payout is linked to achievement of business and individual targets. First year payout will be pro-rated basis date of joining and an individual would be entitled to payout on completion of minimum one year of tenure with the organization. This policy is subject to management discretion and can be revised from time to time, payout is subject to tax.</p> <div style="text-align: center;">  </div>
<b>Total Target Remuneration</b>	<b>7,95,000</b>	

The above Compensation and Benefits are subject to taxes, to be borne by the incumbent as per prevailing tax laws.

**Other terms & conditions**

- 100% compliance of company's rules, regulations, code of conduct and Group Values
- Production Incentive : You will be eligible for Production Incentive from Training Period onwards (in Business / Unit locations only) as per the Scheme in Vogue (subject to Company Policy) up to a maximum of INR 50,000 .This is not applicable in Corporate and Non Unit Locations.
- In addition, you will be entitled for retention bonus of INR 1,50,000 which will be paid in 3 installments of INR 50,000 each on completion of 18, 30 & 42 months respectively from date of joining.

**For Vedanta Limited**



**Name: H.S. Sidhu**

**Designation: Chief People Officer- IOB**

The provisions of this Letter of Intent have been read, are understood, and the offer is herewith accepted. I understand that my employment is contingent upon of fulfilling eligibility criteria and clearing medical fitness tests.

[NAME]

[SIGNATURE]

[DATE]

**Vedanta Limited** (Formerly known as Sesa Sterlite Ltd/Sesa Goa Ltd.)  
DLF Atria, Jacaranda Marg, DLF City - Phase-2, Gurgaon – 122002, Haryana, India  
T +91 124 4593000 | Website: [www.sesasterlite.com](http://www.sesasterlite.com)


### Annexure 2: Medical Fitness Test

You are required to undergo following medical fitness tests from a certified medical practitioner of your choice and submit a report to us before joining or you may choose to undergo these tests at the time of joining at our facilities/premises:

1. Physical Examination, vision, eye (color blindness test), dental check up
2. HB. WBC total & Diff Count
3. ESR
4. Blood Sugar AC & PC
5. Fasting Lipid Profile
6. Ser. Creatinine
7. L F T
8. Urine Routine Exam
9. Chest X-ray PA View
10. ECG & T M T
11. Audiometry and Spirometry

- In case you undergo Medical Fitness tests by a certified Medical practitioner of your choice, your submitted reports will be considered valid only once verified by our Company CMO / MO.
- You may also be required to undergo medical examination from our referred hospital at the time of joining.
- The decision of our Company CMO / MO will be considered as Final. If declared medically unfit, the LOI stands cancelled.
- The medical charges for above will be reimbursed on joining on production of original bills as per the company's policy. If declared medically unfit, the original bills can be sent to us for reimbursement.



Authorized Signatory

April 22, 2019

**Dhareppa Mahaveer Sasalatti**  
#1229, S/o: Mahaveer Sasalatti,  
A/p: Saptasagar, Tq: Athani,  
Dist: Belgaum 591304, India

**Dear Dhareppa,**

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Dhareppa**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1, 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26, 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

**Sincerely,**  
**for VeriFone India Technology Pvt. Ltd,**



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Dhareppa Mahaveer Sasalatti**, have carefully read and understand all the terms & conditions

of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Dhareppa Mahaveer Sasalatti**

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL
<b>Your annualized Compensation &amp; Benefits statement</b>		
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.		
<b>Name</b>	Dhareppa Mahaveer Sasalatti	<b>Location</b> Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b> April 22, 2019
	<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>	36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)	14,667	176,000
<b>Conveyance Allowance</b>	1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>		15,000
<b>Flexible Benefit Plan</b>		75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary		52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%		21,164
<b>Total Compensation per annum</b>		<b>800,000</b>
<b>Other benefits not computed above:</b>		
<p><b>Special Day Benefit</b> Reimbursement of dinner expenses up to Rs.2000 p.c. towards celebration of a special event such as birthday or wedding anniversary</p> <p><b>Executive Health Check Up ***</b> Executive health check up can be availed at identified hospitals</p> <p><b>Annual Premium for Hospitalization Insurance ****</b></p> <p><b>Accident Insurance Coverage ****</b></p> <p><b>Work/Life balance benefits **</b> Such as Higher education assistance, wedding assistance, Paternity/Maternity Leave etc</p> <p>Reimbursement of petrol expenses (res off res) or Bus pass If an employee owns &amp; uses a vehicle Rs. 7.30 for 4 whr / Rs. 3.00 for 2 whr If an employee uses bus Bus Pass Reimbursement will be basic or actual</p> <p>Reimbursement of 90% of tuition fees for higher education Higher education approved by the company &amp; 10 days study leave/year</p> <p>Reimbursement of telephone rental &amp; call charges need based As per company guidelines</p> <p><b>Adoption Benefits</b> 8 days leave with pay &amp; benefits and reimbursement of equal adoption expenses, subject to a max. of Rs.10,000 per child &amp; upto a max. of 2 children</p>		
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>		

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".



## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imbursements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

Name: *Pushkar Sanjay Bohekar*

Date: *22<sup>nd</sup> Nov '18*

Dear Mr/Ms: *Pushkar*

**LETTER OF INTENT**

We refer to the recent discussions we had regarding career opportunities in the Vedanta Group. We are pleased to extend you a letter of intent for the position of **Graduate Engineer Trainee** at Total Target Remuneration of **INR 7.95 Lakhs** per annum (Refer Annexure 1 for details).

A detailed Offer cum Appointment Letter will be issued to you post completion of our entire recruitment procedure for hiring Graduate Engineer Trainees. The place of posting and reporting date will be communicated to you separately.

This offer is subject to you being found medically fit at the time of joining (as per the medical test attached in the Annexure 2), Background Checks & fulfilling the following eligibility criteria:

- 60% throughout in X, XII and Graduation, without any backlogs at the time of selection and joining.
- No gap between X and XII in academics. Not more than 1 year of gap between XII & Graduation. No other break in regular course of studies is allowed.
- Engineers with diploma entry are not eligible.
- For Safety and Environment: Two year gap will be allowed between XII and engineering and One year gap between Graduation and Post-Graduation.

You are required to submit the following documents at the time of joining:

- Originals & Photocopies of all educational Certificates – X, XII, UG, additional qualifications (If any)
- Proof of your Date of Birth
- 5 Passport size photographs
- PAN Card

Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

We welcome you to the Vedanta family and wish you a rewarding and successful career ahead.

With Best Wishes,

Yours sincerely,




**Authorized Signatory**

VEDANTA LIMITED

Sesa Goa Iron Ore: Sesa Ghor, 20 EDC Complex, Patto, Panjim, Goa – 403 001, India  
T +91 0832 2460600 | Website: [www.sesagoaironore.com](http://www.sesagoaironore.com)

Registered Office: Vedanta Limited, 1st Floor, 'C' wing, Unit 103, Corporate Avenue, Atul Projects, Chakala, Andheri (East), Mumbai 400093, Maharashtra, India  
CIN: L13209MH1965PLC291394

*Sanjeev*  
REGISTRAR  


**vedanta**

transforming elements

**Annexure 1: Compensation Breakup**

Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

Date: 22/11/2018

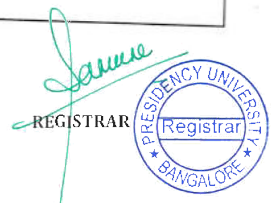
Name	Pushkar Sanjay Pohekar
Company / Business Unit	Vedanta Limited
Position / Title	Graduate Engineer Trainee
Training Period	6 Months
Probation Period	6 Months (M7)
Confirmation	Post 12 months

**Compensation Scheme****I. Total Target Remuneration from Date of Joining**

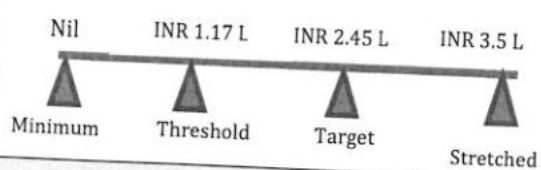
Fixed Pay			
#	Particulars	Amount (INR) Per Annum	Notes
I	Basic	1,67,700	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
II	House Rent Allowance ("HRA")	67,080	House Rent Allowance is paid on a monthly basis. HRA is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10 (13A) of the Income Tax Act and Rule 2A of the Income Tax Rules.
III	Personal Allowance	1,52,218	Personal Allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
IV	Statutory Bonus	33,540	Bonus is paid on a monthly basis and calculated at 20% of the Basic pay, subject to Income tax.
V	Uniform Allowance	12,000	Uniform Allowance is paid on a monthly basis. It is granted to meet the expenditure incurred on purchase or maintenance of uniform to wear during the performance of the duties of an office. It is taxable.
VI	Conveyance Allowance ("CA")	19,200	Conveyance Allowance is paid on a monthly basis. It is paid to meet the conveyance expense of an employee. CA is exempted U/S 10(14), rule 2BB up to Rs. 1600 /- per month.

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Registered Office: Sesa Ghor, 20 EDC Complex, Patto, Panaji (Goa) - 403 001  
 CIN: L13209GA1965PLC000044



#	Particulars	Amount (INR) per annum	Remarks
VII	Vehicle Maintenance Allowance	21,600	Vehicle Maintenance Allowance is paid on a monthly basis. It is paid to meet the vehicle maintenance expense of an employee. It is taxable.
VIII	Leave Travel Allowance ("LTA")	13,975	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday.
IX	Medical	15,000	Reimbursement of medical expenses actually incurred by an employee for his / her medical treatment or the treatment of any member of the family up to Rs. 15,000 per annum is not treated as a taxable perquisite upon submission of bills.
X	Provident Fund ("PF")	20,124	As per employee provident fund Act 1952, an employer is required to contribute minimum 12% of the Basic Salary to EPF. And equal amount will be deducted as employee contribution from monthly payroll.
XI	Gratuity	8,063	The employer will contribute 15 days basic for every completed year of service. This will be payable when the employee leaves / superannuates. The eligibility condition is minimum 5 years of service as per the payment of Gratuity Act 1972.
XII	Mediclaime Policy	14,500	Covered under insurance scheme as per company policy. Coverage as per floating policy. Maximum coverage as per policy is INR 6 Lacs. <b>This component is not cashed out.</b>
XII	Personal Accident Insurance	5,000	Covered under accident insurance scheme as per company policy. Coverage for self only. Maximum coverage as per policy is INR 10 Lacs. <b>This component is not cashed out.</b>
Fixed Pay		5,50,000	Sum of all above

Performance Pay Scheme (As currently applicable and subject to change as per company rules from time to time)		
Target Annual Performance Pay	2,45,000	<p>The objective of Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. The evaluation on the performance measures will be done on completion of the financial year (April – March). The plan and payout is linked to achievement of business and individual targets. First year payout will be pro-rated basis date of joining and an individual would be entitled to payout on completion of minimum one year of tenure with the organization. This policy is subject to management discretion and can be revised from time to time, payout is subject to tax.</p> 
Total Target Remuneration	7,95,000	

The above Compensation and Benefits are subject to taxes, to be borne by the incumbent as per prevailing tax laws.

**Other terms & conditions**

- 100% compliance of company's rules, regulations, code of conduct and Group Values
- Production Incentive : You will be eligible for Production Incentive from Training Period onwards (in Business / Unit locations only) as per the Scheme in Vogue (subject to Company Policy) up to a maximum of INR 50,000 .This is not applicable in Corporate and Non Unit Locations.
- In addition, you will be entitled for retention bonus of INR 1,50,000 which will be paid in 3 installments of INR 50,000 each on completion of 18, 30 & 42 months respectively from date of joining.

For Vedanta Limited



Name: H.S. Sidhu

Designation: Chief People Officer- IOB

The provisions of this Letter of Intent have been read, are understood, and the offer is herewith accepted. I understand that my employment is contingent upon of fulfilling eligibility criteria and clearing medical fitness tests.

[NAME]

[SIGNATURE]

[DATE]

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T +91 124 4593000 | Website: [www.sesasterlite.com](http://www.sesasterlite.com)

  
REGISTRAR  




**vedanta**

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### Annexure 2: Medical Fitness Test

You are required to undergo following medical fitness tests from a certified medical practitioner of your choice and submit a report to us before joining or you may choose to undergo these tests at the time of joining at our facilities/premises:

1. Physical Examination, vision, eye (color blindness test), dental check up
2. HB. WBC total & Diff Count
3. ESR
4. Blood Sugar AC & PC
5. Fasting Lipid Profile
6. Ser. Creatinine
7. LFT
8. Urine Routine Exam
9. Chest X-ray PA View
10. ECG & TMT
11. Audiometry and Spirometry

- In case you undergo Medical Fitness tests by a certified Medical practitioner of your choice, your submitted reports will be considered valid only once verified by our Company CMO / MO.
- You may also be required to undergo medical examination from our referred hospital at the time of joining.
- The decision of our Company CMO / MO will be considered as Final. If declared medically unfit, the LOI stands cancelled.
- The medical charges for above will be reimbursed on joining on production of original bills as per the company's policy. If declared medically unfit, the original bills can be sent to us for reimbursement.

Authorized Signatory

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CIN: L13209GA1965PLC000044





22<sup>nd</sup> December, 2018

**To,**  
**Mr. Nikith Muralidhar,**  
Tel No.8197977940

Dear Nikith,

This has reference to the interview and discussions you had with us. We are pleased to appoint you as "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you would be re-designated as "Career Development Officer".

Find below your compensation details.

		<b>(Amount in Rupees.)</b>	
		<b>Per Month</b>	<b>Per Annum</b>
Basic Salary	:	21,500	2,58,000
House Rent Allowance	:	1,400	16,800
Additional HRA	:	3,000	36,000
Transport Allowance	:	1,600	19,200
Telephone Allowance	:	500	6,000
Daily Travel Reimbursement (Only for the days of field work @ Rs.150/-)	:	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	10,000	1,20,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	:	2,000	24,000
<b>Total Rs: Five Lakh Sixteen Thousand Only pa.</b>	<b>:</b>	<b>43,000</b>	<b>5,16,000</b>

**Regards,**  
**Jaro Education**

**Sushant Mallya**  
**Sr.Manager – Human Resource**

I agree to the above and attached terms & conditions \_\_\_\_\_ Dated \_\_\_\_\_

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

Name: Edwin Eabin Mathew

Date: 22/11/2018

Dear Mr/Ms: Edwin

**LETTER OF INTENT**

We refer to the recent discussions we had regarding career opportunities in the Vedanta Group. We are pleased to extend you a letter of intent for the position of **Graduate Engineer Trainee** at Total Target Remuneration of **INR 7.95 Lakhs** per annum (Refer Annexure 1 for details).

A detailed Offer cum Appointment Letter will be issued to you post completion of our entire recruitment procedure for hiring Graduate Engineer Trainees. The place of posting and reporting date will be communicated to you separately.

This offer is subject to you being found medically fit at the time of joining (as per the medical test attached in the Annexure 2), Background Checks & fulfilling the following eligibility criteria:

- 60% throughout in X, XII and Graduation, without any backlogs at the time of selection and joining.
- No gap between X and XII in academics. Not more than 1 year of gap between XII & Graduation. No other break in regular course of studies is allowed.
- Engineers with diploma entry are not eligible.
- For Safety and Environment: Two year gap will be allowed between XII and engineering and One year gap between Graduation and Post-Graduation.

You are required to submit the following documents at the time of joining:

- Originals & Photocopies of all educational Certificates – X, XII, UG, additional qualifications (If any)
- Proof of your Date of Birth
- 5 Passport size photographs
- PAN Card

Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

We welcome you to the Vedanta family and wish you a rewarding and successful career ahead.

With Best Wishes,

Yours sincerely,

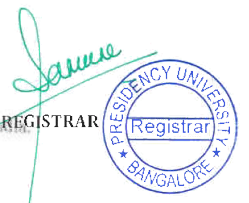


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Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

Date: 22/11/2018

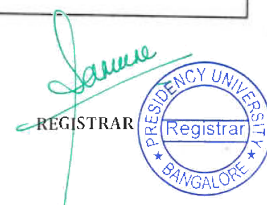
Name	Edwin Eabin Mathew
Company / Business Unit	Vedanta Limited
Position / Title	Graduate Engineer Trainee
Training Period	6 Months
Probation Period	6 Months (M7)
Confirmation	Post 12 months

**Compensation Scheme**
**I. Total Target Remuneration from Date of Joining**

Fixed Pay			
#	Particulars	Amount (INR) Per Annum	Notes
I	Basic	1,67,700	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
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**vedanta**

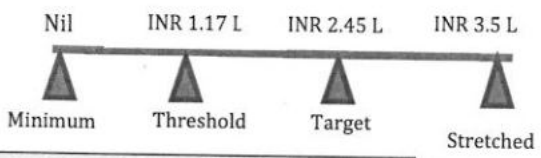
transforming elements

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Total Target Remuneration	7,95,000	

The above Compensation and Benefits are subject to taxes, to be borne by the incumbent as per prevailing tax laws.

**Other terms & conditions**

- 100% compliance of company's rules, regulations, code of conduct and Group Values
- Production Incentive : You will be eligible for Production Incentive from Training Period onwards (in Business / Unit locations only) as per the Scheme in Vogue (subject to Company Policy) up to a maximum of INR 50,000 .This is not applicable in Corporate and Non Unit Locations.
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For Vedanta Limited



Name: H.S. Sidhu

Designation: Chief People Officer- IOB

The provisions of this Letter of Intent have been read, are understood, and the offer is herewith accepted. I understand that my employment is contingent upon of fulfilling eligibility criteria and clearing medical fitness tests.

[NAME]

[SIGNATURE]

[DATE]

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PRESIDENCY UNIVERSITY  
BANGALORE

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1. Physical Examination, vision, eye (color blindness test), dental check up
  2. HB. WBC total & Diff Count
  3. ESR
  4. Blood Sugar AC & PC
  5. Fasting Lipid Profile
  6. Ser. Creatinine
  7. L F T
  8. Urine Routine Exam
  9. Chest X-ray PA View
  10. ECG & T M T
  11. Audiometry and Spirometry
- In case you undergo Medical Fitness tests by a certified Medical practitioner of your choice, your submitted reports will be considered valid only once verified by our Company CMO / MO.
  - You may also be required to undergo medical examination from our referred hospital at the time of joining.
  - The decision of our Company CMO / MO will be considered as Final. If declared medically unfit, the LOI stands cancelled.
  - The medical charges for above will be reimbursed on joining on production of original bills as per the company's policy. If declared medically unfit, the original bills can be sent to us for reimbursement.

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REGISTRAR  
 REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



23 July 2019

**Sruthi Adithian**  
**Bangalore (SDC) - Eagle Ridge at Embassy Golf Links Business Park**

**PRIVATE AND CONFIDENTIAL**  
**Employment Offer Letter and Terms and Conditions of**

**Employment Dear Sruthi,**

We are pleased to offer you employment with **PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited (“Company”)** in the position of **Specialist** in our **Service Delivery Center (“SDC”)** Bangalore office. Your work location will be **Bangalore (SDC) - Eagle Ridge at Embassy Golf Links Business Park**. You will be notified about the person you will be reporting to shortly after you have accepted this offer. Reporting lines and location are subject to change depending on business requirements.

If you accept this offer, your commencement date with us will be on or before **5 Aug, 2019**.

**Annual Compensation:** You are being offered a total annual compensation **Rs.3,99,575/-** (inclusive of standard company benefits) **Three Lakh Ninety Nine Thousand Five Hundred and Seventy Five Only**. The details of the Annual Compensation being offered to you are as follows:

a. **Benefits:** In addition to the annual cash compensation, you will be eligible for company sponsored India specific benefit programs such as gratuity, provident fund, group medical insurance for the employee and his/her family, life insurance and accident insurance for the employee. In addition to the current hospitalization insurance benefits, you will now be included in an annual executive health check- up plan provided by the insurance company. As per the executive health check-up plan, every employee is eligible for a free annual health check-up which contains a series of tests.

The Company may amend or discontinue any of its plans, programs, policies and procedures at any time for any or no reason with or without notice to the extent permitted by law.

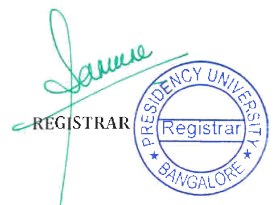
Sruthi, we are excited about having you join us. On behalf of the PwC SDC Bangalore team, we hope you find these terms and conditions suitable. If you have any questions about the contents of this letter, please do not hesitate to contact **Preetha Pathiyil, preetha.pathiyil@pwc.com**.

Yours truly,  
For PricewaterhouseCoopers Service Delivery Center (Bangalore) Pvt. Ltd

**Vaishali**  
**Pachchhapurkar**  
**Director - Human**  
**Capital**

I, Sruthi Adithian (C000000875036), accept the offer and terms of employment as detailed in this letter and the attached Employment Agreement.

Signature:  
Date



16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Govardhan H,**

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

  
REGISTRAR  
  
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PRESIDENCY UNIVERSITY  
BANGALORE



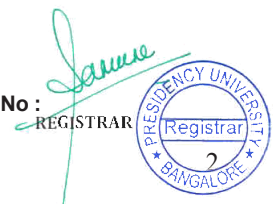
The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Govardhan H</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Govardhan H</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Gunashree J,**

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
  
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PRESIDENCY UNIVERSITY  
BANGALORE

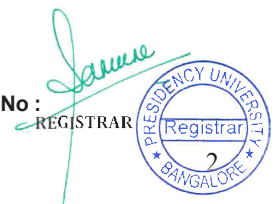
The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Gunashree J	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Gunashree J</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Mohammed Aiyman Shariff**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
 REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



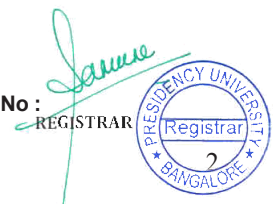
The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Mohammed Aiyman Shariff</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Mohammed Aiyman Shariff</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
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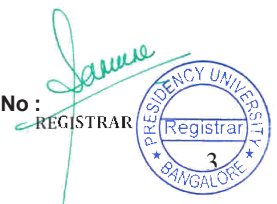
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Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

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I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Shashi Kanth Y M**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
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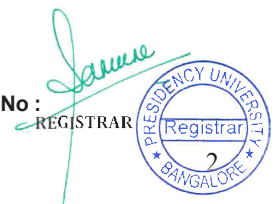
The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Shashi Kanth Y M</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
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<b>B</b>	Professional tax	200	2,400
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<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Shashi Kanth Y M	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

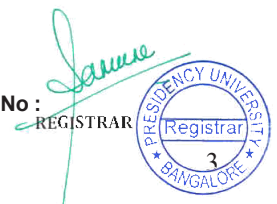
To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Pavan S,**

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Pavan S	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Pavan S</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

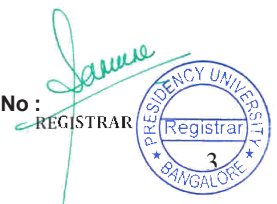
To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Janardhan R,**

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
*with effect from 10th February 2020*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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BANGALORE

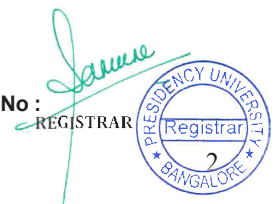
The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Janardhan R	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Janardhan R	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
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<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

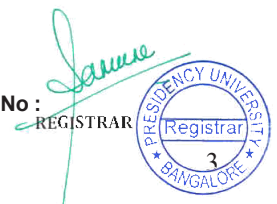
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We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

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- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Shubham Singa**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
*with effect from 10th February 2020*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
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**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Shubham Singa	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Shubham Singa	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

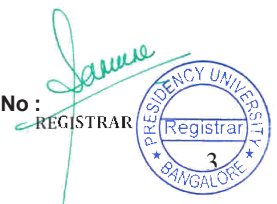
To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

  
REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Sagar**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

  
REGISTRAR  
  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

**COMPENSATION & BENEFITS STATEMENT – PIN CLICK**

				<b>Sagar</b>	
	<b>Name</b>				
	<b>Designation</b>	<b>Associate Property Advisor</b>			
	<b>Department</b>	<b>Sales</b>			
	<b>Date of Joining</b>	<b>10th February 2020</b>			
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>		
<b>A</b>	<b>Fixed Compensation</b>				
	Basic Salary	6,600	79,200		
	House Rent Allowance	5,500	66,000		
	Conveyance Allowance	800	9,600		
	Medical Reimbursement	1,250	15,000		
	Children Education Allowance	2,000	24,000		
	Special Allowance	4,741	56,892		
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>		
<b>B</b>	Professional tax	200	2,400		
	PF Employer	792	9,504		
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>		
<b>Benefits</b>					
<b>C</b>	PF Employee	792	9,504		
	Gratuity	317	3,804		
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>		
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>		
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>		
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>					

**Pin Click Property Management Pvt Ltd**

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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Sagar</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

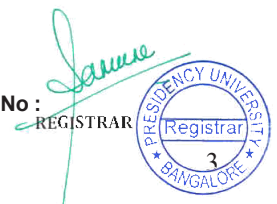
To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Darshan S N**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
*with effect from 10th February 2020*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Darshan S N</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Darshan S N</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
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<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

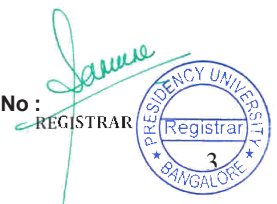
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We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

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- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Ravishankar B,**

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
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**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
  
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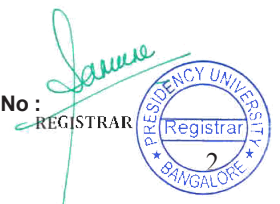
The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Ravishankar B</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
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<b>B</b>	Professional tax	200	2,400
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<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Ravishankar B	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

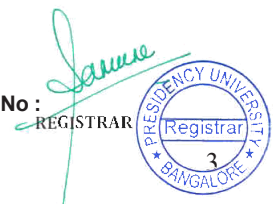
To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

  
REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Pradeepnaik P K**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
*with effect from 10th February 2020*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Pradeepnaik P K	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

**Pin Click Property Management Pvt Ltd**

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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Pradeepnaik P K	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

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- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
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REGISTRAR  


16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Mohammed Khasim Sab,**

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

  
REGISTRAR  
  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

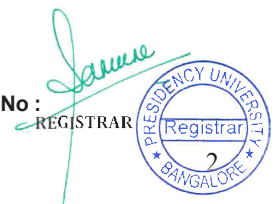
The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Mohammed Khasim Sab</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Mohammed Khasim Sab</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

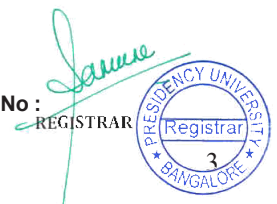
To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

  
REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Yeshwanth V,**

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
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REGISTRAR  
 REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Yeshwanth V	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Yeshwanth V</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

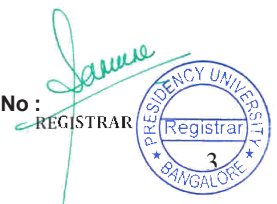
To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
 REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Monika M,**

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
  
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PRESIDENCY UNIVERSITY  
BANGALORE

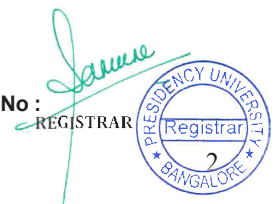
The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Monika M</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Monika M	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

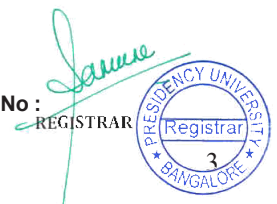
To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Vikas**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



The details of your annual earnings are as **Annexure A**.

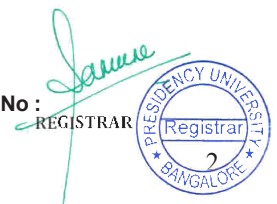
**ANNEXURE – A**

**COMPENSATION & BENEFITS STATEMENT – PIN CLICK**

		Vikas	
	<b>Name</b>		
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
CATEGORY		INR – Monthly	INR – Annual
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Vikas</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

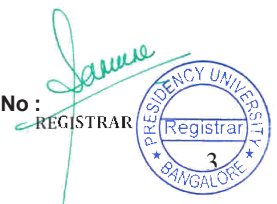
To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

  
REGISTRAR  


16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Damodar Anand Gaitonde**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
*with effect from 10th February 2020*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

**COMPENSATION & BENEFITS STATEMENT – PIN CLICK**

				<b>Damodar Anand Gaitonde</b>	
	<b>Name</b>				
	<b>Designation</b>	<b>Associate Property Advisor</b>			
	<b>Department</b>	<b>Sales</b>			
	<b>Date of Joining</b>	<b>10th February 2020</b>			
		<b>CATEGORY</b>		<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>				
		Basic Salary	6,600	79,200	
		House Rent Allowance	5,500	66,000	
		Conveyance Allowance	800	9,600	
		Medical Reimbursement	1,250	15,000	
		Children Education Allowance	2,000	24,000	
		Special Allowance	4,741	56,892	
		<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>	
<b>B</b>	Professional tax		200	2,400	
	PF Employer		792	9,504	
<b>A-B</b>	<b>Net Salary</b>		<b>19,899</b>	<b>2,38,788</b>	
<b>Benefits</b>					
<b>C</b>	PF Employee		792	9,504	
	Gratuity		317	3,804	
	<b>SubTotal II</b>		<b>1,109</b>	<b>13,308</b>	
<b>Total A + C</b>	<b>Cost to the Company</b>		<b>22,000</b>	<b>2,64,000</b>	
	<b>Performance Enhanced Incentives</b>		<b>15,000*</b>	<b>1,80,000*</b>	
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>					

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Damodar Anand Gaitonde</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

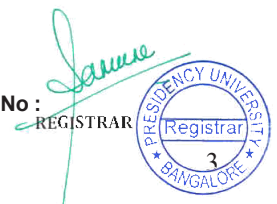
To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Mohammed Shafeeq Ur Rahman**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
*with effect from 10th February 2020*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



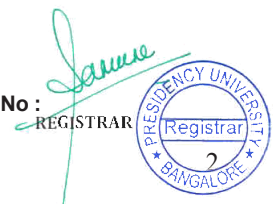
The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Mohammed Shafeeq Ur Rahman	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Mohammed Shafeeq Ur Rahman	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

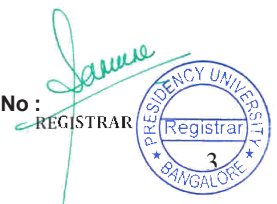
To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Prathap V**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
*with effect from 10th February 2020*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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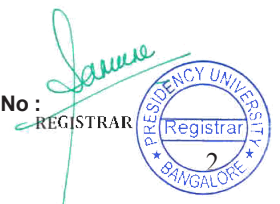
The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Prathap V	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
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**Pin Click Property Management Pvt Ltd**

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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Prathap V	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
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<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

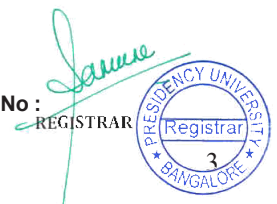
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We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Karthik R**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

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REGISTRAR  
 REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Karthik R	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Karthik R	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

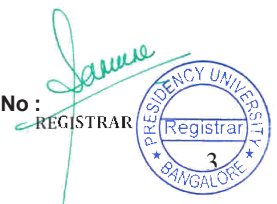
To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

  
REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Shamanthgowda M R,**

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
*with effect from 10th February 2020*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
 REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

**COMPENSATION & BENEFITS STATEMENT – PIN CLICK**

	<b>Name</b>	Shamanthgowda M R	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
<b>CATEGORY</b>		<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

**Pin Click Property Management Pvt Ltd**

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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Shamanthgowda M R	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

  
REGISTRAR  


16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Akshay Kumar P U**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



The details of your annual earnings are as **Annexure A**.

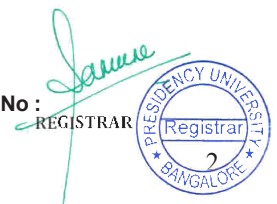
**ANNEXURE – A**

**COMPENSATION & BENEFITS STATEMENT – PIN CLICK**

		<b>Akshay Kumar P U</b>	
	<b>Name</b>		
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
<b>CATEGORY</b>		<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Akshay Kumar P U</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

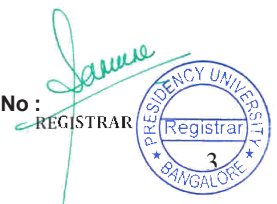
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We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

  
REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Nishanth M**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

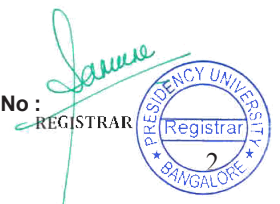
The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Nishanth M	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
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<b>B</b>	Professional tax	200	2,400
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<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Nishanth M</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

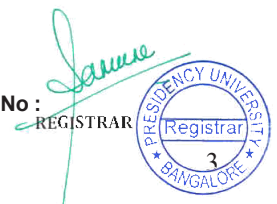
To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

  
REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Rajavath Balaji Naik**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



The details of your annual earnings are as **Annexure A**.

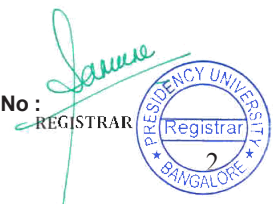
**ANNEXURE – A**

**COMPENSATION & BENEFITS STATEMENT – PIN CLICK**

	<b>Name</b>	Rajavath Balaji Naik	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
<b>CATEGORY</b>		<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Rajavath Balaji Naik	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

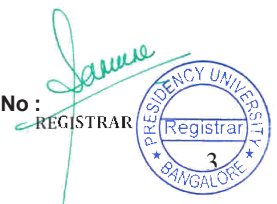
To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Mohammed Sirajuddeen U**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Mohammed Sirajuddeen U</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Mohammed Sirajuddeen U	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
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<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

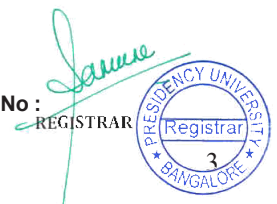
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We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

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- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Akbar F.M.**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
*with effect from 10th February 2020*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
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**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Akbar F.M.	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Akbar F.M.	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

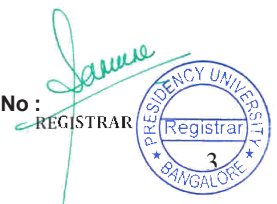
To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Hitesh Raj Urs A P**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
*with effect from 10th February 2020*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
  
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BANGALORE

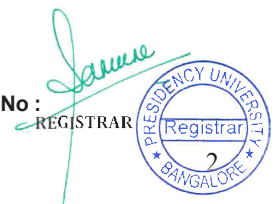
The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Hitesh Raj Urs A P</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

**Pin Click Property Management Pvt Ltd**

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Hitesh Raj Urs A P</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

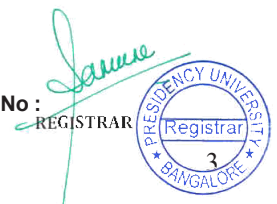
To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



### Letter of Intent

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- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Archana H,**

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
*with effect from 10th February 2020*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
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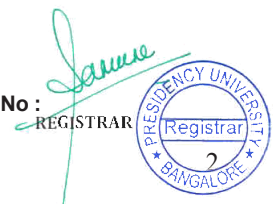
The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Archana H	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Archana H	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Gagan Ravindra**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
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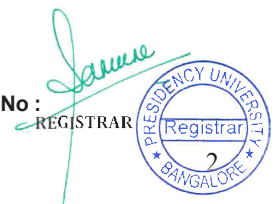
The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Gagan Ravindra	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Gagan Ravindra</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

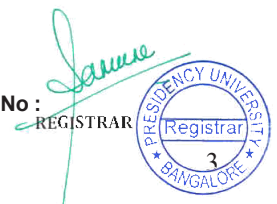
To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Amruth G S**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
*with effect from 10th February 2020*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Amruth G S</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Amruth G S</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Vidyashree G,**

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
  
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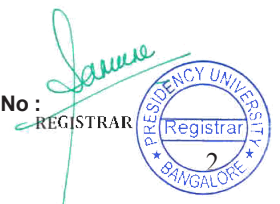
The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Vidyashree G	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Vidyashree G</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
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<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

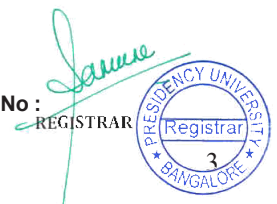
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We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

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- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **S M Faraz Ahmed**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
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4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
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REGISTRAR  
  
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The details of your annual earnings are as **Annexure A**.

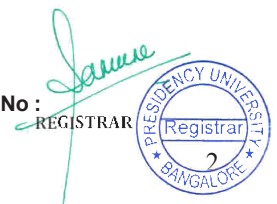
**ANNEXURE – A**

**COMPENSATION & BENEFITS STATEMENT – PIN CLICK**

	<b>Name</b>	<b>S M Faraz Ahmed</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
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<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>S M Faraz Ahmed</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

  
REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Jaswanth V**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
*with effect from 10th February 2020*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

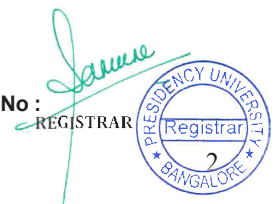
The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Jaswanth V</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Jaswanth V</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

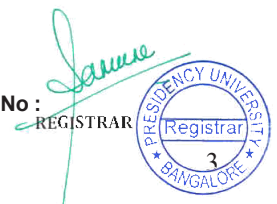
To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Md Ismail**,

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
*with effect from 10th February 2020*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
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REGISTRAR  
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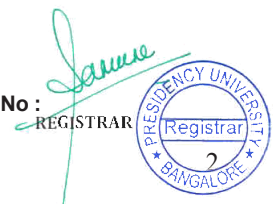
The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Md Ismail	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
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<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Md Ismail	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
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	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
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<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

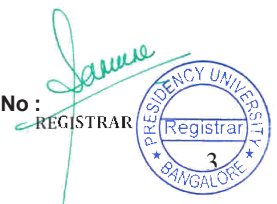
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Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

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### Letter of Intent

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I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Prajwal More,**

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
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7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

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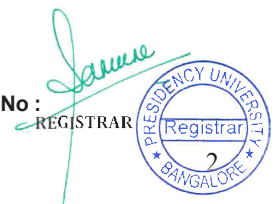
The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Prajwal More	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
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	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Prajwal More</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>10th February 2020</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

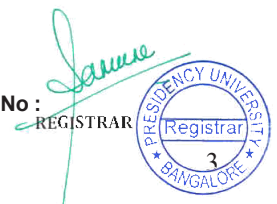
To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
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REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE  
4

16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Danish Rahman,**

Congratulations!



We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,  
*with effect from 10th February 2020*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

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REGISTRAR  
  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



The details of your annual earnings are as **Annexure A**.

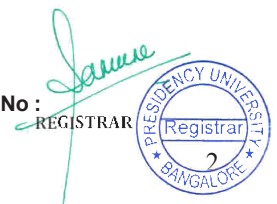
**ANNEXURE – A**

**COMPENSATION & BENEFITS STATEMENT – PIN CLICK**

				Danish Rahman	
	Name				
	Designation	Associate Property Advisor			
	Department	Sales			
	Date of Joining	10th February 2020			
		CATEGORY		INR – Monthly	INR – Annual
<b>A</b>	Fixed Compensation				
		Basic Salary	6,600		79,200
		House Rent Allowance	5,500		66,000
		Conveyance Allowance	800		9,600
		Medical Reimbursement	1,250		15,000
		Children Education Allowance	2,000		24,000
		Special Allowance	4,741		56,892
		Subtotal I / Gross Pay	<b>20,891</b>		<b>2,50,692</b>
<b>B</b>		Professional tax	200		2,400
		PF Employer	792		9,504
<b>A-B</b>	Net Salary		<b>19,899</b>		<b>2,38,788</b>
Benefits					
<b>C</b>		PF Employee	792		9,504
		Gratuity	317		3,804
	SubTotal II		<b>1,109</b>		<b>13,308</b>
Total A + C	Cost to the Company		<b>22,000</b>		<b>2,64,000</b>
	Performance Enhanced Incentives		<b>15,000*</b>		<b>1,80,000*</b>
<p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>* Two-wheeler is mandatory with valid driving license</li> <li>* 7-10 days of training period</li> <li>* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.</li> </ul> <ul style="list-style-type: none"> <li>● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>					

**Pin Click Property Management Pvt Ltd**

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The details of your annual earnings are as **Annexure B**.

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Danish Rahman	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	10th February 2020	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
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<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
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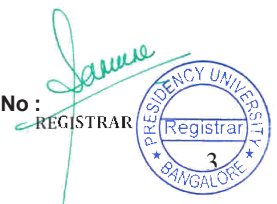
To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra  
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### Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws



I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

### Pin Click Property Management Pvt Ltd

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

  
REGISTRAR  


April 22, 2019

Hiba

Dear Hiba,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Hiba**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Hiba**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Hiba**

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Hiba	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ****                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ****                      Accident Insurance Coverage ****                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.



6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

Varshini J

Dear Varshini,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Varshini**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Varshini J**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Varshini J**

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Varshini J	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			



**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities



## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

**April 22, 2019****Vetcha Srihari****Dear Srihari,**

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Srihari**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

**Sincerely,**  
**for VeriFone India Technology Pvt. Ltd,**



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Vetcha Srihari**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Vetcha Srihari**

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Vetcha Srihari	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			



**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

Suresh B N

Dear Suresh,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Suresh**,we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
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- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Suresh B N**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Suresh B N**

*Suresh*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Suresh B N	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; D A</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.

Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

Sushma G

Dear Sushma,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Sushma**,we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology



**ACCEPTANCE**

I, **Sushma G**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Sushma G**

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Sushma G	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ****                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ****                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.



April 22, 2019

Kiran

Dear Kiran,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Kiran**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Kiran**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Kiran**

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Kiran	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.



## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

Suhas K S

Dear Suhas,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Suhas**,we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Suhas K S**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Suhas K S**

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Suhas K S	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.



## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

Shwetha S

Dear Shwetha,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Shwetha**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Shwetha S**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Shwetha S**



**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Shwetha S	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b>			21,164
Gratuity @ 4.81%			
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".



## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

Vivek Minz

Dear Vivek,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Vivek**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



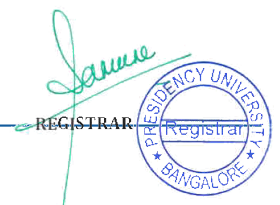
**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Vivek Minz**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

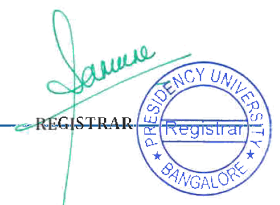
VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Vivek Minz**



**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Vivek Minz	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b>			21,164
Gratuity @ 4.81%			
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			



**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.



6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

Sunny

Dear Sunny,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Sunny**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Sunny**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Sunny**

*Sunny*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Sunny	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities



## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

Rajan

Dear Rajan,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Rajan**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Rajan**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Rajan**

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Rajan	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			



**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

**April 22, 2019****Abdullah Siddiqui****Dear Abdullah,**

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Abdullah**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

**Sincerely,**  
**for VeriFone India Technology Pvt. Ltd,**



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Abdullah Siddiqui**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background/ employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Abdullah Siddiqui**



## ANNEXURE 1 (a)

Verifone® Annexure 1 (a)		CONFIDENTIAL	
Your annualized Compensation & Benefits statement			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Abdullah Siddiqui	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary</p> <p>Executive Health Check Up **** Executive health check up can be availed at identified hospitals</p> <p>Annual Premium for Hospitalization Insurance **** Accident Insurance Coverage ****</p> <p>Work/Life balance benefits ** Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc</p> <p>Reimbursement of petrol expenses (res-off-res) or Bus pass If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr If an employee uses bus: Bus Pass Reimbursement will be paid on actual</p> <p>Reimbursement of 90% of tuition fees for higher education Higher education approved by the company &amp; 10 days study leave/year</p> <p>Reimbursement of telephone rental &amp; call charges - need based As per company guidelines</p> <p>Adoption Benefits 6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

K Mahesh

Dear Mahesh,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Mahesh**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology



**ACCEPTANCE**

I, **K Mahesh**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**K Mahesh**

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	K Mahesh	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b>			21,164
Gratuity @ 4.81%			
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.



April 22, 2019

Arfa Firdose

Dear Arfa,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Arfa**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



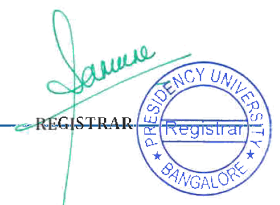
**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Arfa Firdose**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Arfa Firdose**



**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Arfa Firdose	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

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## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.

Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.



## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

Amit Kumar Yadav

Dear Amit,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Amit**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Amit Kumar Yadav**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background/ employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Amit Kumar Yadav**



**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Amit Kumar Yadav	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ****                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ****                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.

Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.



## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

Vaishnavi Deshpande S

Dear Vaishnavi,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Vaishnavi**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Vaishnavi Deshpande S**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Vaishnavi Deshpande S**

## ANNEXURE 1 (a)

Verifone® Annexure 1 (a)		CONFIDENTIAL	
Your annualized Compensation & Benefits statement			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Vaishnavi Deshpande S	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary</p> <p>Executive Health Check Up **** Executive health check up can be availed at identified hospitals</p> <p>Annual Premium for Hospitalization Insurance **** Accident Insurance Coverage ****</p> <p>Work/Life balance benefits ** Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc</p> <p>Reimbursement of petrol expenses (res-off-res) or Bus pass If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr If an employee uses bus: Bus Pass Reimbursement will be paid on actual</p> <p>Reimbursement of 90% of tuition fees for higher education Higher education approved by the company &amp; 10 days study leave/year</p> <p>Reimbursement of telephone rental &amp; call charges - need based As per company guidelines</p> <p>Adoption Benefits 6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".



## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

**April 22, 2019****Sadhiya Raju N R****Dear Sadhiya,**

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Sadhiya**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

**Sincerely,**  
**for VeriFone India Technology Pvt. Ltd,**



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Sadhiya Raju N R**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background/ employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Sadhiya Raju N R**

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Sadhya Raju N R	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.



6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

Rakesh Shaw

Dear Rakesh,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Rakesh**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Rakesh Shaw**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Rakesh Shaw**

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Rakesh Shaw	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities



## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

**April 22, 2019**

Teja K

**Dear Teja,**

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Teja**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

**Sincerely,**  
**for VeriFone India Technology Pvt. Ltd,**



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Teja K**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Teja K**

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Teja K	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ****                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ****                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			



**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.

Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

**April 22, 2019****Kaushik M P****Dear Kaushik,**

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Kaushik**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

**Sincerely,**  
**for VeriFone India Technology Pvt. Ltd,**



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Kaushik M P**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Kaushik M P**





**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Kaushik M P	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

M N Madhuchandra Guptha

Dear Madhuchandra,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Madhuchandra**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology



**ACCEPTANCE**

I, **M N Madhuchandra Guptha**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**M N Madhuchandra Guptha**

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	M N Madhuchandra Gupta	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.



April 22, 2019

Pallavi M

Dear Pallavi,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Pallavi**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Pallavi M**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Pallavi M**

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Pallavi M	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b>			21,164
Gratuity @ 4.81%			
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ****                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ****                      Accident Insurance Coverage ****                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.



## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

Abhilendra Jha

Dear Abhilendra,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Abhilendra**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Abhilendra Jha**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Abhilendra Jha**

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Abhilendra Jha	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.



## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

Fathima Nida

Dear Fathima,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Fathima**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Fathima Nida**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Fathima Nida**



**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Fathima Nida	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".



## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

Mohammed Sarkhil

Dear Mohammed,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Mohammed**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Mohammed Sarkhil**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background/ employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Mohammed Sarkhil**

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Mohammed Sarkhil	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary</p> <p>Executive Health Check Up **** Executive health check up can be availed at identified hospitals</p> <p>Annual Premium for Hospitalization Insurance **** Accident Insurance Coverage ****</p> <p>Work/Life balance benefits ** Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc</p> <p>Reimbursement of petrol expenses (res-off-res) or Bus pass If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr If an employee uses bus: Bus Pass Reimbursement will be paid on actual</p> <p>Reimbursement of 90% of tuition fees for higher education Higher education approved by the company &amp; 10 days study leave/year</p> <p>Reimbursement of telephone rental &amp; call charges - need based As per company guidelines</p> <p>Adoption Benefits 6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.



6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

Gurrala Muni Aishwarya

Dear Aishwarya,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Aishwarya**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Gurrala Muni Aishwarya**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Gurrala Muni Aishwarya**

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Gurrala Muni Aishwarya	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary</p> <p>Executive Health Check Up **** Executive health check up can be availed at identified hospitals</p> <p>Annual Premium for Hospitalization Insurance **** Accident Insurance Coverage ****</p> <p>Work/Life balance benefits ** Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc</p> <p>Reimbursement of petrol expenses (res-off-res) or Bus pass If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr If an employee uses bus: Bus Pass Reimbursement will be paid on actual</p> <p>Reimbursement of 90% of tuition fees for higher education Higher education approved by the company &amp; 10 days study leave/year</p> <p>Reimbursement of telephone rental &amp; call charges - need based As per company guidelines</p> <p>Adoption Benefits 6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities



## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.

Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

Mohammed Zakriya

Dear Zakriya,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Zakriya**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Mohammed Zakriya**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background/employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Mohammed Zakriya**

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Mohammed Zakriya	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			



**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

Chethan R

Dear Chethan,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Chethan**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Chethan R**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Chethan R**





**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Chethan R	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

Mukul Dutt

Dear Mukul,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Mukul**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology



**ACCEPTANCE**

I, **Mukul Dutt**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Mukul Dutt**



**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Mukul Dutt	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			



**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imbursements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.

Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.



April 22, 2019

Kishan D U

Dear Kishan,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Kishan**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



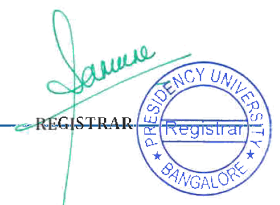
**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Kishan D U**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Kishan D U**



## ANNEXURE 1 (a)

Verifone® Annexure 1 (a)		CONFIDENTIAL	
Your annualized Compensation & Benefits statement			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Kishan D U	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
Special Day Benefit Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary			
Executive Health Check Up **** Executive health check up can be availed at identified hospitals			
Annual Premium for Hospitalization Insurance ****			
Accident Insurance Coverage ****			
Work/Life balance benefits ** Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc			
Reimbursement of petrol expenses (res-off-res) or Bus pass If an employee owns & uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr If an employee uses bus: Bus Pass Reimbursement will be paid on actual			
Reimbursement of 90% of tuition fees for higher education Higher education approved by the company & 10 days study leave/year			
Reimbursement of telephone rental & call charges - need based As per company guidelines			
Adoption Benefits 6 days leave with pay & benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child & upto a max. of 2 children			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.

Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.



## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

April 22, 2019

Shuja Ur Rehman Sabiri

Dear Rehman,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Rehman**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,  
for VeriFone India Technology Pvt. Ltd,



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Shuja Ur Rehman Sabiri**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Shuja Ur Rehman Sabiri**

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Shuja Ur Rehman Sabiri	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imbursements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.  
Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.



## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

**April 22, 2019**

Aruna A S

**Dear Aruna,**

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd , A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Software Development Engineer 1** as per the global title and referred as **Software Engineer** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thrity Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

**Aruna**, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019**. Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment offer letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

**Sincerely,**  
**for VeriFone India Technology Pvt. Ltd,**



**Ravi Nandamuri**  
Senior Director of HR Operations and Technology

**ACCEPTANCE**

I, **Aruna A S**, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at

VeriFone India Technology Pvt. Ltd. on \_\_\_\_\_, 2019

Signature \_\_\_\_\_ Date \_\_\_\_\_, 2019  
**Aruna A S**

**ANNEXURE 1 (a)**

Verifone® Annexure 1 (a)		CONFIDENTIAL	
<b>Your annualized Compensation &amp; Benefits statement</b>			
This is your personalized Compensation & Benefits statement. In case you have any clarifications to seek, please contact your HR Manager. Certain items have notional costs based on prevailing market practice.			
<b>Name</b>	Aruna A S	<b>Location</b>	Bangalore
<b>Designation</b>	Software Development Engineer 1	<b>Offer Date</b>	April 22, 2019
		<b>Per month INR</b>	<b>Per annum INR</b>
<b>Basic Salary &amp; DA</b>		36,667	440,000
<b>Housing Rent Allowance (HRA)</b> (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		14,667	176,000
<b>Conveyance Allowance</b>		1,600	19,200
<b>Medical Allowance (paid on production of medical bills)</b>			15,000
<b>Flexible Benefit Plan</b>			75,836
<b>Employer Provident Fund Contribution</b> PF @ 12% of annual basic salary			52,800
<b>Retirals @ 4.81% of Annual Basic Salary</b> Gratuity @ 4.81%			21,164
<b>Total Compensation per annum</b>			<b>800,000</b>
<b>Other benefits not computed above:</b>			
<p>Special Day Benefit                      Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary                      Executive Health Check Up ***                      Executive health check up can be availed at identified hospitals                      Annual Premium for Hospitalization Insurance ***                      Accident Insurance Coverage ***                      Work/Life balance benefits **                      Such as Higher education assistance, Wedding assistance, Paternity/Maternity Leave etc                      Reimbursement of petrol expenses (res-off-res) or Bus pass                      If an employee owns &amp; uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr                      If an employee uses bus: Bus Pass Reimbursement will be paid on actual                      Reimbursement of 90% of tuition fees for higher education                      Higher education approved by the company &amp; 10 days study leave/year                      Reimbursement of telephone rental &amp; call charges - need based                      As per company guidelines                      Adoption Benefits                      6 days leave with pay &amp; benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child &amp; upto a max. of 2 children</p>			
<b>All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.</b>			

**ANNEXURE 1 (b)**

**FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)**

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs. 13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children * Hostel Rs.300 /p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered .
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary after appropriate tax deductions	Maximum of FBP limit	Declaration

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## ANNEXURE A

### Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

#### 2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

#### 3. LEAVE RELATED

Annual Leave-

Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

#### 4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

#### 5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".



## ANNEXURE B

### Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another
  - b) Change of grade/level
  - c) Change of residential accommodation
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.
4. While selection of the menu of benefits & spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. All Salary / Benefits /Allowances /Re-imburements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.

Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## ANNEXURE C

### General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

#### 1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

#### 2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

#### 3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

#### 4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

## 5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough

to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

## 6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.



CHIBBER CONSTRUCTIONS

# CHIBBER CONSTRUCTIONS

10th-Dec-2018

**Swaraj Singh**

Dear Swaraj,

CHIBBER CONSTRUCTIONS is excited to bring you on board as "**Site Engineer**".

We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with CHIBBER CONSTRUCTIONS.

CHIBBER CONSTRUCTIONS is offering a full time position for you as "**Site Engineer**", reporting to Site Manager starting After 6<sup>th</sup> August 2019.

In this position, CHIBBER CONSTRUCTIONS is offering to start you at a pay 3.6 LPA. You will be paid on a Monthly basis.

As part of your compensation, we're also offering Travelling Allowances and Accommodation.

Please indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before 21<sup>st</sup> Dec 2018.

Sincerely,

(Sign here for letters sent by mail)

Raman Sharma  
HR Manager

Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh





CHIBBER CONSTRUCTIONS

# CHIBBER CONSTRUCTIONS

10th-Dec-2018

**Arsalan Hussain**

Dear Arsalan,

CHIBBER CONSTRUCTIONS is excited to bring you on board as "**Site Engineer**".

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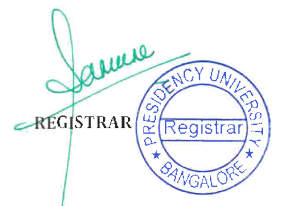
Please indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before 21<sup>st</sup> Dec 2018.

Sincerely,

(Sign here for letters sent by mail)

Raman Sharma  
HR Manager

Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh





CHIBBER CONSTRUCTIONS

# CHIBBER CONSTRUCTIONS

10th-Dec-2018

**Madhusudhan B**

Dear Madhusudhan,

CHIBBER CONSTRUCTIONS is excited to bring you on board as "**Site Engineer**".

We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with CHIBBER CONSTRUCTIONS.

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Sincerely,

(Sign here for letters sent by mail)

Raman Sharma  
HR Manager

Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh





CHIBBER CONSTRUCTIONS

# CHIBBER CONSTRUCTIONS

10th-Dec-2018

**D V Akarsh**

Dear Akarsh,

CHIBBER CONSTRUCTIONS is excited to bring you on board as "**Site Engineer**".

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Sincerely,

(Sign here for letters sent by mail)

Raman Sharma  
HR Manager

Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh





CHIBBER CONSTRUCTIONS

# CHIBBER CONSTRUCTIONS

10th-Dec-2018

**Melavoi Ravinandan**

Dear Ravi,

CHIBBER CONSTRUCTIONS is excited to bring you on board as "**Site Engineer**".

We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with CHIBBER CONSTRUCTIONS.

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Please indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before 21<sup>st</sup> Dec 2018.

Sincerely,

(Sign here for letters sent by mail)

Raman Sharma  
HR Manager

Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh







CHIBBER CONSTRUCTIONS

# CHIBBER CONSTRUCTIONS

10th-Dec-2018

**Nirmal R**

Dear Nirmal,

CHIBBER CONSTRUCTIONS is excited to bring you on board as "**Site Engineer**".

We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with CHIBBER CONSTRUCTIONS.

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As part of your compensation, we're also offering Travelling Allowances and Accommodation.

Please indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before 21<sup>st</sup> Dec 2018.

Sincerely,

(Sign here for letters sent by mail)

Raman Sharma  
HR Manager

Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh

  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



CHIBBER CONSTRUCTIONS

# CHIBBER CONSTRUCTIONS

10th-Dec-2018

**Gunashekar S**

Dear Gunashekar,

CHIBBER CONSTRUCTIONS is excited to bring you on board as "**Site Engineer**".

We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with CHIBBER CONSTRUCTIONS.

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Please indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before 21<sup>st</sup> Dec 2018.

Sincerely,

(Sign here for letters sent by mail)

Raman Sharma  
HR Manager

Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh





CHIBBER CONSTRUCTIONS

# CHIBBER CONSTRUCTIONS

10th-Dec-2018

**Yashwanth B**

Dear Yashwanth,

CHIBBER CONSTRUCTIONS is excited to bring you on board as "**Site Engineer**".

We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with CHIBBER CONSTRUCTIONS.

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Sincerely,

(Sign here for letters sent by mail)

Raman Sharma  
HR Manager

Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh





# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 21-Nov-2018

**Name Of the Candidate:** Sanjay P  
**Name of College:** Presidency University  
**Location:** Bengaluru  
**Subject:** Job Offer Letter for the post of Site Engineer-Civil

### Dear Student1

With reference to your application and the interview you had with us on 21-November-2019, we are pleased to offer you an assignment in our organization as " Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC)+Incentives .

**You shall report for duty on 23rd-September-2019.**

Kindly submit the following at the time of joining:

- Recent Passport size photo- 4
- Copies and originals of your educational certificate and Identity proofs (Driving licence, Adhaar Card, Pan Card )
- Relieving letter from your previous employer(For experienced)
- Copies of salary slips/statements.(For experienced)

You shall submit to us the above mentioned documents on Joining date on **23rd-September-2019** (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer.(For experienced). In the absence of this, our offer of employment stand cancelled.

**Place/Transfer:** Your present place of work will be at our office Punjab(Moga), but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

**Probation/Confirmation:** You will be on a Probation period for the two days. In this you shall understand the basic working of company and we shall check your knowledge Based on your performance your services will be confirmed with the company in written after one month. During the probation period your services can be terminated with one day notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 days notice on either side.

Absence for a continuous period of three days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

**Leave:** You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

*Sanjay*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.
3. You will be required to comply with all such rules and regulations as the Company may frame from time to time. Company will check practical knowledge time to time in his tenure for the company.
4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
5. 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 behavior, 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 company shall be entitled to recover the damages from you.
6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
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9. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

Kindly sign and returned the duplicate copy of this letter as a token of your acceptance of the above terms & conditions with Scan Copies Of aadhar Card ,Driving licence and Photo.

Yours Faithfully,



Jasmeet Sharma  
CEO ,  
Vansh Constructi  
1963 STREET NO 10 DASHMESH  
NAGAR MOGA Punjab 142001  
E-mail: Hr@vanshconstructions.in





# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 21-Nov-2018

**Name Of the Candidate:** Ganesh R  
**Name of College:** Presidency University  
**Location:** Bengaluru  
**Subject:** Job Offer Letter for the post of Site Engineer-Civil

### Dear Student1

With reference to your application and the interview you had with us on 21-November-2019, we are pleased to offer you an assignment in our organization as " Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC)+Incentives .

**You shall report for duty on 23rd-September-2019.**

Kindly submit the following at the time of joining:

- Recent Passport size photo- 4
- Copies and originals of your educational certificate and Identity proofs (Driving licence, Adhaar Card, Pan Card )
- Relieving letter from your previous employer(For experienced)
- Copies of salary slips/statements.(For experienced)

You shall submit to us the above mentioned documents on Joining date on **23rd-September-2019** (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer.(For experienced). In the absence of this, our offer of employment stand cancelled.

**Place/Transfer:** Your present place of work will be at our office Punjab(Moga), but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

**Probation/Confirmation:** You will be on a Probation period for the two days. In this you shall understand the basic working of company and we shall check your knowledge Based on your performance your services will be confirmed with the company in written after one month. During the probation period your services can be terminated with one day notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 days notice on either side.

Absence for a continuous period of three days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

**Leave:** You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

  
REGISTRAR  


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3. You will be required to comply with all such rules and regulations as the Company may frame from time to time. Company will check practical knowledge time to time in his tenure for the company.
4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
5. 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 behavior, 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 company shall be entitled to recover the damages from you.
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# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 21-Nov-2018

**Name Of the Candidate:** Vallabh Ambure  
**Name of College:** Presidency University  
**Location:** Bengaluru  
**Subject:** Job Offer Letter for the post of Site Engineer-Civil

### Dear Student1

With reference to your application and the interview you had with us on 21-November-2019, we are pleased to offer you an assignment in our organization as " Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC)+Incentives .

**You shall report for duty on 23rd-September-2019.**

Kindly submit the following at the time of joining:

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4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
5. 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 behavior, 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 company shall be entitled to recover the damages from you.
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E-mail: Hr@vanshconstructions.in





# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 21-Nov-2018

**Name Of the Candidate:** Shivarjun H R

**Name of College:** Presidency University

**Location:** Bengaluru

**Subject:** Job Offer Letter for the post of Site Engineer-Civil

**Dear Student1**

With reference to your application and the interview you had with us on 21-November-2019, we are pleased to offer you an assignment in our organization as " Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC)+Incentives .

**You shall report for duty on 23rd-September-2019.**

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# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 21-Nov-2018

**Name Of the Candidate:** Meer Abdul Mateen  
**Name of College:** Presidency University  
**Location:** Bengaluru  
**Subject:** Job Offer Letter for the post of Site Engineer-Civil

### Dear Student1

With reference to your application and the interview you had with us on 21-November-2019, we are pleased to offer you an assignment in our organization as " Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC)+Incentives .

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